HIRE MALDIVES PRIVATE LIMITED
REG. NO: C12292023

Job Description

Position: Support Staff (Local)

Vacancies: 1
Salary: Negotiable

Key Responsibilities

- Arrange, coordinate, and facilitate airport pick-ups and other transportation for staff as instructed.
- Arrange and book flight tickets for company staff as required.
- Collect, organize, and hand over documents in accordance with management's instructions.
- Assist the recruitment team with recruitment-related tasks and administrative processes as directed.
- Source, screen, and shortlist candidates through job portals, social media, and referrals.
- Coordinate interviews between candidates and clients.
- Coordinate travel arrangements and document submissions with relevant parties.
- Perform other administrative and operational duties as assigned by management.

How to Apply

Interested candidates, please send your CV to **jobs@hiremaldives.mv**.

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