MAAHIYA
PRIVATE LIMITED

WE'RE HIRING

VACANCY · MAAHIYA HEADQUARTERS

HR & Admin Officer

SALARY	LOCATION	LEVEL
Negotiable	Head Office, Malé	Entry Level

What You'll Do

- Assist with onboarding and offboarding
- Assist Agency clients with their requests
- Assist with recruitment, interviews and offer letters
- Assist staff with leave checks and letters
- Assist with attendance reports and payroll

What You Need

- Completed O'Levels
- Aged 18 or Over

To apply, send your CV to
jobs@maahiya.mv
Subject: HR & Admin Officer

C-0415/2017 www.maahiya.mv jobs@maahiya.mv +960 333 9669
H. Bonthi, 4th Floor, Hiyfaseyha Goalhi, Malé 20057
Job alerts: t.me/maahiyajobs