RASHEED CARPENTRY AND CONSTRUCTION PVT LTD



Immediate Vacancy

Admin Officer

Key Responsibilities:

- Provide administrative support to the team.
- Manage documents and records efficiently.
- Assist in office operations and coordination.
- Perform other related duties as assigned.

Requirements:

- **Maldivian National Only**
- Good communication skills (in Dhivehi and English).
- Proficiency in MS Office.
- Ability to work in a team.

Send Your CV to:
hr@rcc.com.mv

Only Maldivian Candidates

Build Your Career with RCC