Maldives Super Transfer Service Pvt Ltd (MSTS) came into existence in July 2007 with a shared expertise, passion and vision of the Directors to tap into the Watersports, Excursions and Scuba Diving industry of the Maldives.

We're Hiring!

HR & ADMINISTRATION ASSISTANT

- A Diploma in Human Resources Management, Business Administration, Management, Marketing or a related field.
- Previous experience in HR, administration, employee coordination or a similar role.
- Strong written and verbal communication skills in English.
- Creativity and confidence in organising employee activities and workplace initiatives.
- A friendly, approachable and energetic personality.
- Strong organisational skills, initiative and the ability to multitask.
- Willingness to coordinate with employees across different business units and operational locations.

SALARY & BENEFITS

- Starting MVR 10,000/- and will be based on qualification & experience
- Monthly shared service charge
- Training and excellent career growth opportunities
- 30 days paid Annual leave

Interested candidates please send your resume to:
hr@mstsmaldives.com

Apply Now

Only shortlisted candidates will be contacted

Maldives Super Transfer Service Pvt Ltd, 4th Floor, M. Nimsa, Fareedhee Magu, Male' 20213, Republic of Maldives | www. mstsmaldives.com