بسم الله الرحمن الرحيم

RIYAN PRIVATE LIMITED
REG: C-235/2006

# Job Vacancy

We are looking for a hard-working and enthusiastic person to join our company for the following post.

**Support Staff - Local**
**No. of vacancies: 01**

## Roles and 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.
- Coordinate employee medical examinations for work permit processing.
- Coordinate staff accommodation arrangements and assist employees with settling into company accommodation.
- Perform other administrative and operational duties as assigned by management.

## Salary and Benefits

1. Negotiable based on qualifications and experience
2. Variable allowance based on level of effort
3. Health Insurance
4. Staff Development Trainings

Interested Candidates, please send in your CV, to hr@riyan.com.mv before **03 December 2026.**

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