

WE ARE HIRING!

JOB TITLE: ADMIN & HR OFFICER GR 02 (01)

LOCATION: SHEESHA HEAD OFFICE

About the Role

We are seeking a motivated, experienced Admin & HR Officer to manage administrative and HR functions, oversee office operations, handle recruitment, employee relations, payroll, and ensure legal compliance and regulations.

Requirements:

- Degree in Business Management, Human Resources, or a related field; or GCE A Level with 3 passes or GCE O Level with 3+ years of experience in Admin & Human Resources.
- Proficiency in MS Word and Excel.
- Strong verbal and written communication skills in Dhivehi and English.
- Excellent interpersonal and people management skills.
- Strong organizational skills with the ability to handle confidential information with discretion and professionalism.
- Proven experience in HR or a related field is required.

Key Responsibilities:

- Manage end-to-end recruitment for both local and foreign employees, including job advertisements, screening, interviews, onboarding, and orientation.
- Handle expatriate employment processing, including work visas, work permits, quota management, and immigration compliance.
- Maintain and update employee records, files, and HR software.
- Process payroll by monitoring attendance, leave, overtime, loans, and deductions.
- Coordinate probation evaluations, staff appraisals, and employee training programs.
- Manage staff accommodation, insurance, travel arrangements, and uniform distribution.
- Oversee telecommunication facilities, O365 licenses, and HR software management.
- Maintain company vehicle permits, insurance renewals, and administrative work orders.
- Prepare memos, notices, letters, and policy-related communications.

What We Offer:

- Career advancement opportunities and annual increments as per company policy.
- Comprehensive health insurance and staff discounts.
- Salary, **MVR 14,700.00** / Negotiable based on qualifications and experience.

Deadline: 06th June 2026

- Candidates are required to submit fully completed "Application Form" with supporting documents listed in the form, before the deadline. Application form will be available to download from www.honda.mv
- Applications must be a compiled PDF file of all documents.
- Only short-listed candidates will be called for interview.