

Job Description

Admin Assistant

Swimsol Maldives Pvt. Ltd
H. Azum, 2nd)ORRU \$PHHQHH 0DJX 0DOH¶
Tel. +960 9990850 ± jobs@swimsol.com.my

What we do

Swimsol developed the world's first floating solar system for a marine environment. It provides solar energy for tropical island states like the Maldives where onshore space is scarce. The energy produced by Swimsol is non-polluting and, moreover, cheaper than the diesel generators commonly used on those islands.

What we want you for

We would like you to be our Male' Office Assistant who will help us developing our business. In order to reach those goals, you will be responsible for the following tasks:

- Assisting our Male' Office Manager with Shipping documentation
- Prepare the entire payroll process inside Swimsol Maldives
- Handle tickets and accommodation bookings
- Drop packages and letters within the Male'/Airport region
- Supervise the loading and unloading of vessels
- Travel to supervise the unloading of material in resorts
- Maintain the job structure by update job requirements and job descriptions for all positions
- Respond to inquiries regarding policies, procedures, and programs
- Sort and distribute incoming mail to areas and staff within the organization
- Update employee contracts & CV
- Manage and update foreign employees Work Permit & Visa related documents
- Manage, organize, and update relevant data using database applications
- Perform any other related duties included in the role of human resource management

Our ideal candidate has

- confidence and excellent communication skills
- G.C.E O-Level or higher
- excellent command of written and spoken Dhivehi and English
- enthusiasm for going the extra-mile and willingness to work in a multi-national team
- Experience: Candidates with experience in similar post in the field will be an added advantage

Our offer

- Negotiable based on qualifications and experience
- Variable allowance based on level of effort
- Health Insurance

Application Requirements

- Up-to-date resumé
- Clear copy of National ID card
- Educational Certificates
- Letter of employment from previous employer
- Police clearance
- Recent passport size photo

Interested candidates please send your application along with the above requirements to Head of Human Resources, Swimsol Maldives Private Limited: jobs@swimsol.com.mv before **28th May 2024**.