

# Swimsol

## Job Description Admin & Support Officer



**Swimsol Maldives Pvt. Ltd**  
H. Azum, 2<sup>nd</sup> Floor, Ameene Magu, Male'  
Tel. +960 9990850 – [jobs@swimsol.com.mv](mailto:jobs@swimsol.com.mv)



## 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 Admin & Support Officer 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](mailto:jobs@swimsol.com.mv) before **30th June 2024**.