

# WE ARE HIRING!

**JOB TITLE: ADMIN & HR ASSISTANT (01)**

**LOCATION: SHEESHA HEAD OFFICE**

## About the Role

We are seeking a dedicated and detail-oriented HR Assistant to join our Administration & Human Resources Department. This role involves supporting day-to-day HR operations, administrative tasks, and assisting with employee relations.

## Requirements:

- GCE "A" level with 2 passes or GCE 'O' Level with 6 passes.
- Proficiency in MS Office.
- Excellent communication and interpersonal skills.
- Prior experience in HR or a related field is advantageous.
- Strong organizational skills and attention to detail.
- Ability to handle confidential information with discretion and professionalism.

## Key Responsibilities:

- Maintain staff records, work schedules, and leave registration.
- Coordinate distribution of uniforms, ID cards, and travel arrangements.
- Assist in processing payroll and maintain attendance records.
- Assist in recruitment processes including job advertisement preparation, screening, and staff registration.
- Handle expatriate employment processing, including visa and work permit arrangements.
- Monitor and coordinate staff accommodations.
- Organize HR projects, meetings, training sessions, and staff orientation.
- Assist in staff welfare, including handling insurance and medical arrangements.

## What We Offer:

- Career advancement opportunities and annual increments as per company policy.
- Comprehensive health insurance and staff discounts.
- Salary, **MVR 11,500.00** / Negotiable based on qualifications and experience.

**Deadline: 22<sup>nd</sup> May 2025**

- 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](http://www.honda.mv)
- Applications must be a compiled PDF file of all documents.
- Only short-listed candidates will be called for interview.