



LION Agency is looking for dynamic, highly motivated individuals who are passionate about people and organization development to join our team

HR AND ADMIN ASSISTANT

Key Responsibilities:

- Assist in the recruitment process, including candidate screening, interview scheduling, and maintaining recruitment records.
- Prepare employment documents, including employment contracts, and other HR related correspondence.
- Process and maintain employee records, personnel files, and confidential HR documentation.
- Assist with work permit, visa, immigration, and expatriate documentation and renewals.
- Coordinate employee onboarding and orientation activities.
- Coordinate with government authorities, clients, and external agencies when required.
- Assist in maintaining company assets, office supplies, and administrative inventories.
- Prepare reports and perform data entry related to HR and administrative functions.
- Ensure compliance with company policies, employment regulations, administrative procedures.
- Perform any other HR or administrative duties assigned by management.

Qualifications:

- Two years experience in HR or administration.
- Good knowledge of Microsoft Office applications.
- Strong organizational, communication, and interpersonal skills.
- Ability to work independently and manage multiple tasks effectively

Salary: MVR 11,000

We offer a great opportunity to succeed with a company that focuses on career development and growth.

If interested, you can apply through our mail

Application Deadline: 16th August 2026

Suitable candidates are invited to send their applications to:

jobs@leotrading.mv