



MALAHINI
KUDA BANDOO

We are
hiring!

This role is pivotal in ensuring the smooth operation of Human Resources Manager functions, fostering a positive and inclusive work environment, and enhancing crew engagement while maintaining strict compliance with Maldivian labor laws and company policies.

Assistant Human Resources Manager

Key Responsibilities:

- Manage the full recruitment cycle, including sourcing, screening, interviewing, and candidate selection.
- Collaborate with department heads to accurately identify staffing needs and develop effective hiring strategies.
- Ensure seamless onboarding experience for all new hires, encompassing comprehensive orientation programs and meticulous documentation.
- Manage work permit and visa processing efficiently, ensuring full compliance with Maldivian labor laws.
- Cultivate a positive and inclusive work culture by organizing engaging crew activities and initiatives.
- Serve as a primary point of contact for crew inquiries, concerns, grievances, and conflict resolution.
- Conduct accurate and timely payroll processing, ensuring confidentiality and compliance.
- Ensure all HR policies and procedures are aligned with Maldivian labor laws and the resort's high standards.
- Maintain meticulous employee records and documentation in a highly organized and confidential manner.
- Support internal and external audits and compliance checks related to HR functions.
- Coordinate crew housing and transportation logistics.

Requirements:

- Bachelor's degree in Human Resources, Hospitality Management, Business Administration, or in related field.
- Minimum 2-4 years of progressive experience in Human Resources, preferably within luxury resorts, hotels, or the broader hospitality sector.
- Comprehensive knowledge of Maldivian labor laws and regulations.
- Proven experience in recruitment, employee engagement, performance management, and employee relations.
- Exceptional communication and interpersonal skills, with the ability to build rapport with individuals from diverse backgrounds.
- Strong organizational skills and meticulous attention to detail.
- Proficiency in Fusion and Microsoft Office (Excel, Word, PowerPoint).

If you believe you've got what it takes to be part of our team, please send your updated CV with a copy of your NID or Passport to careers@malahini.mv.