



Madifushi Private Island, located in Meemu Atoll, Maldives, is a luxury island resort surrounded by pristine turquoise waters and natural beauty. We believe our people our “Rays” are at the heart of every unforgettable guest experience, and we are committed to creating a supportive workplace where they can grow and thrive.

WE ARE HIRING

HUMAN RESOURCES

Assistant Human Resource Manager

Key Responsibilities

- Support the Human Resources Manager in the overall administration and operation of the HR Department.
- Manage and support recruitment, selection, onboarding, and induction processes.
- Maintain accurate and up-to-date employee records, HR files, and documentation.
- Support employee relations matters and promote a positive and respectful workplace culture.
- Assist with performance management, probation reviews, disciplinary procedures, and grievance handling.
- Coordinate employee engagement, welfare, recognition, and recreational activities.
- Support training and development initiatives, including identifying learning needs and coordinating training programs.
- Ensure compliance with company policies, employment regulations, and applicable Maldives labour requirements.
- Assist with attendance, leave, payroll inputs, and other HR administration.
- Support workforce planning, manpower reports, and HR analytics.
- Conduct regular employee interactions and provide timely follow-up on employee concerns.

Requirements

- Minimum 3 years of progressive HR experience, preferably within a luxury hotel or resort environment.
- Previous experience in an Assistant HR Manager, HR Supervisor, or similar HR leadership role is preferred.
- Good knowledge of HR operations, employee relations, recruitment, performance management, and training and development.
- Working knowledge of Maldives employment laws and HR practices is an advantage.
- Strong leadership, interpersonal, and communication skills.

Application Details

Only shortlisted candidates will be contacted.

Interested applicants are invited to submit their CV along with relevant certificates to: careers@madifushiprivateisland.com

Deadline: 29th September 2026