



Occupational Health, Safety and Environment Specialist

Surveying Salvage & Heavy Equipment Pvt Ltd

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

ADMINISTRATIVE OFFICER

Key Responsibilities:

- Manage office correspondence and documentation
- Maintain accurate records and filing systems
- Schedule meetings and coordinate appointments
- Prepare reports, presentations, and official documents
- Assist with budgeting, procurement, and general office operations
- Provide administrative support to senior management

Skills & Competencies:

- Attention to detail, strong communication skills, and the ability to work effectively in a team.
- Ability to multitask and prioritize
- Professionalism and confidentiality
- Problem-solving skills
- Ability to work independently and as part of a team

Salary : Negotiable

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: 6th September 2026

Suitable candidates are invited to send their applications to:

jobs@leotrading.mv