

Job Opportunity

Silver Sands is the leading company that provides dive, water sports and excursions in the Maldives, offering its services to 16 luxury resorts in the Maldives.

SENIOR HR & ADMIN OFFICER - (EXPAT)

We are seeking a passionate and detail-oriented **Senior HR & Admin Officer** to join our Human Resources & Administration Department. The successful candidate will play a key role in maintaining accurate personnel records, updating HR databases, and supporting daily HR and administrative operations to ensure efficient and compliant workplace practices.

MAIN RESPONSIBILITIES

- **Lead full-cycle recruitment**, overseeing job postings, candidate screening, interviews, offer negotiations, onboarding and orientation to ensure timely and effective staffing.
- **Drive performance management**, coordinating performance review cycles, supporting managers with evaluations, and facilitating performance improvement initiatives.
- **Maintain accurate HR records and systems**, ensuring personnel data and employee files are up-to-date, well-organized, and compliant with policy and legal requirements.
- **Provide employee relations support**, acting as a trusted HR contact for staff and management, offering guidance, resolving workplace issues, and fostering a professional, confidential HR environment.
- **Manage HR reporting and compliance**, preparing regular HR reports and ensuring all practices adhere to local labour laws and organisational policies.

REQUIREMENT / QUALIFICATION

- A diploma in Human Resource Management or a related field is required.
- At least 2-3 years of relevant work experience (1-2 years of experience in the Maldives will be an added advantage).
- Skilled in maintaining HR records and preparing HR reports and correspondence.
- Solid knowledge of core HR functions.
- Demonstrated ability to independently oversee the full recruitment process.
- Capable of handling multiple tasks and adapting to a fast-paced work environment.

WHAT WE OFFER

- Attractive compensation package.

INTERESTED CANDIDATES PLEASE SEND YOUR CV TO

jobs@silversands.com.mv

APPLICATION DEADLINE: 31st August 2026

Silver Sands pvt. ltd.
THE MALDIVES IN A DIFFERENT LIGHT