



WE ARE HIRING

HR Coordinator Cum Welfare

Noku Maldives by Vignette Collection is seeking a dedicated HR Coordinator Cum Welfare to join our team. This role focuses on supporting colleague well-being through spiritual guidance, promoting a positive environment, and assisting with welfare initiatives with care and professionalism.

Key Responsibilities

- Handle daily HR operational transactions, such as maintaining employee records, preparing employment contracts, managing leave records, and updating HR databases.
- Ensure compliance with all applicable Maldives employment laws, regulations, and company policies.
- Assist in the administration of HRIS/Fusion and other HR systems.
- Coordinate staff transfer requests, liaising with relevant departments and ensuring a seamless transition for employees.
- Collaborate with the Human Resources Team to organize and coordinate cultural and religious events, fostering a sense of community within the resort
- Ensure compliance with all applicable Maldives employment laws, regulations, and company policies.
- Manage ticketing requests for staff travel, including arranging flights, accommodations, and transportation as required.

Requirements

- Previous experience in HR management or related roles
- Sound knowledge of the HR best practices and Maldives Employment Act
- Knowledge of work visa processing and immigration regulations.
- Experience in developing and implementing HR policies and procedures.
- Excellent communication and interpersonal skills.
- Detail-oriented with strong organizational and multitasking abilities.
- Proficiency in HRIS software/Fusion and MS Office applications.
- High level of integrity and confidentiality.
- Ability to work effectively in a multicultural and fast-paced environment.

Application Details

Only shortlisted candidates will be contacted.

Interested applicants are invited to submit their CV and certificates to: noku.hr@ihg.com