

BEAUTY MOTION PVT LTD

We're Hiring

GRAPHICS DESIGNER | ADMIN OFFICER

Location: Male' | Salary: Negotiable

Beauty Motion Pvt Ltd, the company behind Prive by Luxeglow and Luxe Glow, is looking for creative and detail-oriented individuals to join our growing team in Male'. If you're passionate about design and organized administration, we'd love to hear from you.

Graphics Designer

Key Responsibilities

- Design creative content for social media, marketing campaigns, and promotions
- Develop packaging, banners, posters, and in-store visual materials
- Maintain brand consistency across all digital and print media
- Collaborate with the sales and marketing team on campaign concepts
- Edit and prepare product photography and video content for online use

Requirements

- Proficiency in design software such as Adobe Photoshop, Illustrator, or Canva
- Strong creative and visual sense with attention to detail
- Ability to manage multiple design projects and meet deadlines
- Portfolio of previous design work preferred
- Fluency in Dhivehi and English

Admin Officer

Key Responsibilities

- Handle day-to-day administrative and office coordination tasks
- Maintain records, filing systems, and company documentation
- Assist with correspondence, scheduling, and vendor/supplier coordination
- Support HR-related administrative tasks and staff records
- Prepare reports and assist management with general office operations

Requirements

- Prior experience in an administrative or office role preferred
- Strong organizational and communication skills
- Proficiency in MS Office (Word, Excel)
- Ability to multitask and work independently
- Fluency in Dhivehi and English

HOW TO APPLY

Interested candidates may send their CV to gm@beautymotion.mv or contact us directly for more information.

Email: gm@beautymotion.mv

Phone: 9233338

Location: Male'

Salary: Negotiable