



# WE'RE HIRING!

## Admin Executive

Cristallo Pvt Ltd is a leading provider of marine construction, heavy vehicles for rentals and retail, welding and engineering, hydraulic hose and parts manufacturing and support logistics, catering to a diverse range of industries including construction and infrastructure development. With a focus of delivering top tire products and exceptional customer service, we are committed to being at the forefront of the marine construction and heavy machinery rentals and retail industry.

### Location:

Maldives (Must be able to visit Thilafushi at least twice a week)

### Job Type:

Full-Time

### Key Responsibilities:

- Manage day-to-day administrative tasks, including correspondence, scheduling, and documentation.
- Handle incoming and outgoing communication efficiently and professionally.
- Prepare reports, meeting minutes, and presentations as required.
- Act as the primary point of contact for internal teams and external stakeholders.
- Visit Thilafushi at least twice a week to oversee operations, coordinate with on-site teams, and ensure seamless communication.
- Maintain records, files, and databases with high accuracy and confidentiality.
- Monitor office supplies and ensure timely procurement.
- Support HR and finance teams with administrative requirements.
- Resolve administrative issues promptly and efficiently.
- Manage multiple priorities simultaneously while meeting deadlines.
- Foster positive relationships within the organization and with external partners.
- Represent the company professionally in all interactions.

### Qualifications and Skills:

- **Experience:** Minimum of 3 years in a similar role, preferably in a fast-paced environment.
- High School or diploma in related field
- Strong interpersonal and communication skills.
- Ability to work effectively under pressure and multitask.
- Proficiency in Microsoft Office (Word, Excel, PowerPoint).
- Fluency in English (written and spoken).
- Open-minded, proactive, and adaptable to diverse work environments.
- Strong organizational and problem-solving abilities.
- Willingness to travel to Thilafushi at least twice a week.

### Starting Salary:

**MVR 13,000 (Negotiable)**

**(15.000 after successful completion of probation)**





## What We Offer:

- Competitive salary based on experience and qualifications.
- Transportation assistance for Thilafushi visits.
- A collaborative and supportive work environment.
- Opportunities for career growth and development.

**Interested Candidates please email your CV, Cover Letter, Certificates and necessary documents, ID card / Passport front, Police report and any other relevant documents including reference letters.**

**[HR@cristallomaldives.com](mailto:HR@cristallomaldives.com)**

**Subject Line:** Admin Executive Application – Cristallo Pvt Ltd

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