



# WE'RE HIRING!

## HR Executive

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

### Key Responsibilities:

- Develop and implement HR policies and strategies aligned with company goals.
- Oversee recruitment, talent acquisition, and workforce planning processes.
- Manage employee relations, performance management, and conflict resolution.
- Address employee-related issues while ensuring compliance with labor laws.
- Foster a positive and professional work environment.
- Ensure compliance with employee contracts and legal regulations.
- Supervise daily activities of the HR team.
- Collaborate with department heads to understand staffing and training needs.
- Conduct interviews, recruit, and onboard new staff.
- Organize training for new hires and refresher workshops for existing employees.
- Address employee performance concerns and provide guidance on HR policies.
- Respond to employee queries and assist with payroll preparation.
- Maintain accurate employee records and handle administrative paperwork.
- Attend meetings and report key points to management.
- Monitor and manage compensation and benefits programs.
- Lead HR projects and initiatives, such as system upgrades or organizational restructuring.
- Implement health and safety policies to ensure a safe working environment.
- Monitor employee satisfaction and provide solutions to improve workplace culture.

### Requirements:

- Diploma or bachelor's degree in human resources or a related field.
- 3-5 years of experience in HR management.
- Strong knowledge of labor laws and HR best practices.
- Excellent interpersonal and communication skills.
- Experience with Xpat System is preferred.
- Proficiency in HR software and systems (e.g., Humanlot) is a plus.

**Interested Candidates please email your CV, 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)**

We're hoping to see some attractive CVs from you!

**Starting Salary:  
MVR 14,000 (Negotiable)**