



TRUST IS WHAT WE BUILD

We are **HIRING.**

ABOUT FEDO

Fedo Pvt Ltd is a pioneering company that operates construction projects in the Maldives. We are looking for an individual who possesses HR experience in construction and operations management to grow with us.

HUMAN RESOURCES OFFICER

The Human Resources (HR) Officer will oversee the day-to-day Human Resources tasks of Fedo in relation to meeting technical requirements, ensuring KPIs are accomplished and attaining the mandatory and desired quality outcomes of the tasks. The HR Officer will be an entry-level position and is expected to demonstrate good communications skills, both written and verbal, to contribute effectively to the team.

YOUR ROLES AND RESPONSIBILITIES

- Responsible for the day-to-day HR tasks.
- Maintaining permits and approval, including receiving and forwarding communications.
- Responsible for all HR paperwork, records, and overall customer service
- Visit other organizations or construction sites, when required.
- Ensure visas of the company's foreign labor force are maintained properly.
- Process recruitment, orientation and termination of employees.
- Handle all issues concerning the welfare of foreign employees
- Administer payroll and benefits.
- Liaise with governing authorities to acquire various permits and on other matters.
- Making sure that staff get paid correctly and on time.
- Managing pensions and benefits administration.
- Approving job descriptions, contracts, and advertisements.
- Maintain health, safety, and welfare systems of all employees.
- Organizing and maintaining staff training.
- Monitoring staff performance and attendance.
- Advising line managers and other employees on employment law and the employer's own employment policies and procedures
- Advise on disciplinary and employee performance problems.
- Negotiating salaries, contracts, working conditions and redundancy packages with staff and consultancy representatives.
- Contributing administrative tasks, when needed.
- Preparing and maintaining all the HR documents and data.
- Ensuring that the employees' relevant or other permit is received on time.
- Presenting HR progress and updates to management as required.
- Responding to employees, organizational queries on behalf of company by phone and email
- Taking inventory and ordering office supplies.
- Greeting employees at the reception area, when required.
- Scheduling HR meetings, taking notes, and maintaining meeting minutes.
- Updating computer records.
- Maintaining office correspondences.
- Making travel arrangements for staff, if necessary
- Managing employee's performance and proceeding payrolls.

REQUIRED SKILLS, TRAITS, AND EXPERIENCE

- Diploma in Human Resources and Administration or in relevant field.
- At least 2 years of experience in the relevant field of specialization.
- Advance proficiency in office management software and productivity applications.
- Good knowledge of construction industry regulations will be an advantage.

- Good Human Resources skills, office management skills, decision-making, and problem-solving skills.
- Good customer service skills and attention to detail.
- Excellent written and verbal communication skills.
- Ability to collaborate with a variety of stakeholders.
- Be flexible, empathetic, and ability to work well with others
- Employee relations, Onboarding and scheduling skills.
- Performance management and payroll processing skills.
- Well known with Human resources information software
- Teamwork and Collaboration skills.
- Worker's compensation skills and technological aptitude
- Diplomacy and the ability to deal with situations.
- Information Sharing and Compliance management skills
- Performance appraisals skills and Employee benefit management skills.

REMUNERATION

Attractive salary based on qualification and experience.

Submit your CV and cover letter to: hr@fedo.mv

Only shortlisted candidates will be contacted.