

Join our team

Shape the Future with Us



Ref: 116-K2/IL/2021/142

Vacancy
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Executive, Employee Relations

Human Resources Department

Maldives Airports Company Limited is seeking to recruit a talented and qualified individual to the position of Executive, Employee Relations at our Human Resources Department. The successful candidate will be accountable for strengthening the employer-employee relationship through identifying and resolving workplace issues, measuring employee satisfaction and morale, and providing support and input to the company's performance management system.



Key
Responsibilities

- Complete accurate and timely investigation of disciplinary and grievance cases according to HR policies.
- Resolve grievances reported via grievance hotline.
- Implement disciplinary actions based on the outcome of the investigations.
- Facilitate Grievance committee, Disciplinary committee and Anti-Sexual Harassment committee.
- Manage employee absence by liaising with section/department.
- Conduct employee awareness sessions related to employee conduct.



Qualification &
Experience

- Bachelor's degree in Human Resource Management or related field.
- Minimum 2 years' work experience in a related field.



Benefits

- Competitive Salary
- Free motorcycle parking
- Study loan scheme for children
- Health Insurance
- Staff Gym Facilities
- Staff Development Scheme
- Free Transportation
- Staff Loan Scheme

Interested Candidates, please complete the online Job Application Form and upload CV & all relevant documents along with Police Report (3 months valid) via <https://www.macl.aero/corporate/about/jobs>

Deadline 1500hrs, 18 November 2021

Note: Only short listed candidates will be notified for interview.

For further information please do not hesitate to contact us +960 3325511

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