



M7 Print  
Simplifying Solutions™

## ADMIN OFFICER PROCUREMENT

**VACANCY: 01 FULLTIME**

### Responsibilities

- Create and maintain good relationships with vendors/suppliers
- Handle purchase requests and prepare purchase orders.
- Source suppliers and get price quotations.
- Keep records of suppliers, contracts, and purchases.
- Follow up with vendors to ensure timely delivery.
- Maintain procurement files and reports.

### Qualification & Requirements

- Bachelor's degree in Business, procurement, or related field
- Experience in a similar role preferred
- Proficient in MS Excel and QuickBooks
- Strong attention to detail and organizational skills
- Basic knowledge and understanding of procurement processes, policy, and systems

**Salary (Total Take Home):** USD 400-450+ Food Allowance MVR 1650.00+Overtime After 3 months + Company provided Shared Accommodation+ Medical Insurance.

### Working Hours:

- Sun-Thurs 08:30 – 17:00 hrs.
- Sat 09:00 – 16:00 hrs.

### To Apply:

- Email your application to [info@m7maldives.com](mailto:info@m7maldives.com)
- Documents Required: CV / National ID / Education Certificates / Experience Letters / Passport-size Photo
- **Apply Before: 26<sup>th</sup> November 2025**



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