



MALAHINI
KUDA BANDOS



We are
hiring!

Reservations Manager

We are looking for an energetic, passionate, and highly organized Reservations Manager to take full responsibility for the reservations function at Yuva by the Beach with support to Malahini Kuda Bandos. This is a hands-on role where the successful candidate will independently manage all reservation-related activities, ensure accuracy, efficiency, and excellent service standards while maximizing revenue opportunities.

Key Responsibilities:

- Manage and handle all reservations for Yuva by Beach, including emails, phone calls, and online enquiries.
- Ensure all booking requests are responded to promptly and professionally.
- Accurately enter, verify, and maintain all reservations in the system, ensuring correct details and documentation.
- Monitor and manage room inventory and availability to optimize occupancy and revenue.
- Stay updated on all promotions, packages, and rate plans, ensuring correct application and effective yield management.
- Manage rate loading, system updates, and auditing across reservation systems and OTA extranets.
- Maintain professional communication with travelers, agents, and partners.
- Prepare basic reports and booking updates as required by management.
- Provide reservation support to Malahini Kuda Bandos when required.

Requirements:

- Minimum three-year college degree or equivalent experience.
- Previous experience in a resort, boutique hotel, or guesthouse environment.
- Strong knowledge of Opera PMS and multiple reservation systems, with a good understanding of revenue and inventory management.
- Excellent communication and organizational skills.
- Ability to work independently, multitask, and handle pressure in a fast-paced environment.
- Strong attention to detail and problem-solving ability.

If you believe you've got what it takes to be part of our team, please send your updated CV with a copy of your NID or Passport to careers@malahini.mv.