



ATMOSPHERE
KANIFUSHI
MALDIVES

We're Hiring



JOB OPENINGS AT

Atmosphere Kanifushi (5*)

Atmosphere Kanifushi is a short 35-minute seaplane ride from Malé International Airport. It is a pristine island off the beaten track at the secluded edge of the Lhaviyani Atoll. The award-winning resort offers 162 stand-alone beach and water villas with the premium holiday plan, Kanifushi Plan™.

EXECUTIVE ASSISTANT TO GENERAL MANAGER (EA TO GM)

Requirements

- Minimum 2–3 years of experience in a similar Executive Assistant, Personal Assistant, Executive Secretary, or administrative role, preferably within the hospitality/resort industry.
- Diploma or Bachelor's degree in Business Administration, Hospitality Management, Office Administration, or a related field.
- Excellent written and verbal communication skills in English.
- Strong organizational and time management skills, with the ability to prioritize multiple tasks and meet deadlines.
- Proven ability to provide high level administrative and secretarial support to the General Manager.
- Ability to manage the General Manager's calendar, appointments, meetings, correspondence, and travel arrangements.
- Strong Microsoft Office skills, particularly in Word, Excel, PowerPoint, and Outlook.
- Excellent coordination and interpersonal skills, with the ability to communicate effectively with guests, colleagues, department heads, and senior management.
- High level of professionalism, discretion, and confidentiality when handling sensitive information.
- Ability to prepare reports, presentations, meeting agendas, minutes, and official correspondence.
- Strong attention to detail and ability to maintain accurate records and documentation.
- Ability to follow up on action points and coordinate with various departments to ensure timely completion of tasks.
- Well presented, professional, and confident personality with a service oriented approach.
- Ability to work independently, take initiative, and demonstrate sound judgment and problem solving skills.
- Flexible and adaptable, with the ability to work in a fast paced resort environment and handle changing priorities.
- Willingness to work beyond normal working hours when required to support the General Manager and resort operations.
- Previous experience in a luxury resort or international hospitality environment will be an advantage.

Send your CV with photograph to: jobs@atmosphere-kanifushi.com

***Only shortlisted candidates would be contacted**

Closing Date: 31st August 2026