

Job Announcement

We are seeking talented and dedicated individuals who are driven by excellence to become part of our esteemed team.

POSITION:

Executive Assistant to the General Manager

Location : Coco Bodu Hithi (Maldives)
Job Type : Full-Time

OVERVIEW:

This role is responsible for providing high-level administrative and executive support to the General Manager, ensuring the smooth and efficient operation of the Executive Office while maintaining the highest standards of professionalism, confidentiality, and organization.

KEY RESPONSIBILITIES:

- Offer extensive administrative and secretarial assistance to the General Manager.
- Manage the General Manager's calendar, appointments, meetings, and travel arrangements.
- Prepare, review, and share executive letters, reports, and presentations.
- Coordinate Executive Committee and management meetings, including agendas, minutes, and follow-up actions.
- Act as a liaison between the General Manager, department heads, corporate office, and external stakeholders.
- Handle VIP guest correspondence, special requests, and executive-level guest follow-ups.
- Support payroll, leave tracking, and administrative records through Fusion HR.
- Assist in preparing monthly reports, management summaries, and official communications.
- Keep the Executive Office running smoothly every day by organizing the office and managing supplies.
- Perform additional duties and special assignments as directed by the General Manager.

QUALIFICATIONS:

- Degree in Hospitality Management, or related field.
- Minimum 1–3 years of experience in a 5-star luxury resort or hotel in a similar capacity.
- Proven ability to manage multicultural teams in a remote island environment
- Fluent in English is required.

PERSONAL QUALITIES:

- Excellent communication, interpersonal, and problem-solving skills.
- Ability to thrive under pressure in a fast-paced environment.
- Guest-centric mindset with strong cultural awareness and sensitivity.
- Warm, approachable personality with a passion for delivering memorable experiences
- Strong interpersonal skills with a guest-first approach.

*If you possess the requisite qualifications and a commitment to excellence, please submit your CV to careers.boduhithi@cococollection.com by **20 August 2026**. Please note that only shortlisted candidates will be notified.*