



JOIN THE ROCK STAR BAND

Hard Rock Hotel Maldives is on the lookout for rock star band (team) members to join our all-star crew. If you have the energy, vibe and passion for delivering an amplified service and authentic experience that rocks, your STAGE is waiting.

EXECUTIVE ASSISTANT

SKILLS AND QUALIFICATIONS:

- Bachelor's Degree or diploma in Business Administration, Hospitality Management or a related field
- Minimum 2-3 years of experience in a similar role at a 5-star resort/hotel
- Ability to manage calendars, coordinate meetings, prepare correspondence and reports, arrange travel, and follow up on action items
- Exceptional attention to detail, professionalism, and ability to handle confidential information with discretion
- Strong communication and interpersonal skills, with the ability to interact effectively with senior management, team members, owners, guests, and external stakeholders
- Highly proactive, resourceful, and able to work independently with minimal supervision
- A natural crowd-pleaser (warm, welcoming and a great communicator)
- Positive, energetic, and outgoing personality
- A team player with a can-do attitude
- A well-presented rockstar look to match our brand
- Previous experience in the Maldives is a plus

To apply for an audition, e-mail your updated CV to careers@hrhmaldives.com

Only shortlisted candidates will be contacted.