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THE NEXT HOLIDAY MALDIVES

The Next Holiday Maldives Pvt Ltd is an emerging hospitality and tourism company dedicated to providing exceptional travel and leisure experiences in the Maldives. Our company operates hospitality services, including accommodation and yacht experiences, designed to showcase the beauty, comfort, and authentic warmth of the Maldives.

With a commitment to quality service and guest satisfaction, we aim to create memorable experiences for both leisure and business travelers, offering personalized hospitality, seamless travel solutions, and unique opportunities to explore the Maldives by land and sea.

Position: Hotel Receptionist

The successful candidate will be responsible for managing the day-to-day front desk operations, welcoming and assisting guests, handling check-ins and check-outs, managing reservations and guest inquiries, coordinating with hotel staff and service providers, handling guest requests and concerns, and ensuring a high standard of guest satisfaction throughout their stay.

Qualifications & Requirements

- Previous experience in hotel, tourism, or hospitality industry.
- Previous experience as a Hotel Receptionist or Front Desk Agent is preferred.
- Excellent communication and interpersonal skills.
- Strong customer service and guest-handling abilities.
- Proficient in English, both written and spoken.
- Good organizational and multitasking skills.
- Proficient in Microsoft Office applications.
- Ability to handle guest inquiries, requests, and complaints professionally.
- Knowledge of hotel reservations and check-in/check-out procedures.
- Friendly, professional, and customer-focused attitude.
- Self-motivated, responsible, and able to work independently and as part of a team.

Salary is negotiable and will be discussed during the interview.

Send your CV to:

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