

THE RESIDENCE
MALDIVES
Dhigurah

by *Cenizaro*

**JOB
VACANCY**

ASSISTANT RESERVATION MANAGE

The Residence Maldives – Dhigurah is seeking an experienced Assistant Reservation Manager to support the Reservations team in managing bookings and delivering a seamless pre-arrival experience. The role focuses on supervising daily reservation operations, maximizing room revenue, and ensuring accurate and professional handling of guest and travel partner inquiries.

Requirements:

- Minimum 3–5 years of experience in Reservations, preferably in a luxury resort or hotel with supervisory experience.
- Strong knowledge of Opera, PMS and configuration level, online booking platforms and reservation procedures.
- Good understanding of room inventory, rates, packages and revenue management.
- Proven ability to supervise, train and motivate a reservations team.
- Excellent communication, negotiation and guest service skills.
- Strong attention to detail and accuracy in handling bookings and correspondence.
- Ability to handle guest and travel partner inquiries professionally and efficiently.
- Good knowledge of Microsoft Office applications, particularly Excel.
- Proficiency in English and additional languages will be an advantage.

What's Included and the Advantages of Your Offer



Professional Growth Opportunities



Comfortable and Convenient Accommodation



An Inclusive and diverse workplace



Free Annual Air Ticket to Home



Dedicated Fitness Area for Your Well-Being



Fun and Inclusive Events



Ready to embark on this incredible journey? Only shortlisted candidates will be notified.

Send your resume to hr-dhigurah@theresidence.com by 05 September 2026