

THE
HALCYON

PRIVATE ISLES – MALDIVES

AUTOGRAPH COLLECTION[®]
HOTELS

Spirit of discovery. The soul of the Maldives

JOB OPENING

Personal Assistant to General Manager with Sales Coordinator responsibilities

Executive Office · Reports to the General Manager

LEVEL
Supervisory

FUNCTION
Executive Office

TYPE
Full-Time

EXPERIENCE
2–3 Years

ABOUT THE ROLE

We are looking for a highly organized and proactive Personal Assistant to the General Manager with Sales Coordinator additional responsibilities to provide effective administrative support to the General Manager while also assisting the sales team and business development activities. The ideal candidate will be professional, detail-oriented, high organized and confident in dealing with guests, clients, and internal teams.

KEY RESPONSIBILITIES

- Provide day-to-day administrative and executive support to the General Manager.
- Manage the GM's calendar, appointments, correspondence, meetings, and follow-ups.
- Prepare reports, presentations, meeting minutes, and other documents as required.
- Coordinate sales activities, appointments, client communication, and follow-ups.
- Assist with sales inquiries, proposals, contracts, and maintaining client records.
- Coordinate site inspections, sales visits, events, and client engagements.
- Liaise with internal departments to ensure smooth follow-up on GM and sales-related matters.
- Maintain confidentiality and ensure timely completion of assigned tasks.

WHAT WE'RE LOOKING FOR

- 2–3 years' experience in a Personal Assistant, Executive Assistant, Sales Coordinator, or similar role.
- Strong organizational, communication, and administrative skills.
- Excellent attention to detail and ability to manage multiple priorities.
- Proficient in Microsoft Office and common office systems.
- Professional, confident, and able to communicate effectively with guests and business partners.
- Strong follow-up and coordination skills.
- Fluent in English; additional languages are an advantage.
- Previous luxury resort and Maldives experience is preferred.

If you are passionate about creating extraordinary moments for guests, we would love to hear from you. Please send your CV and a brief cover letter to careers@thehalcyonmaldives.com

E: careers@thehalcyonmaldives.com | W: www.halcyonmaldives.com

The Halcyon Private Isles Maldives, Autograph Collection

Gaafu Alifu Atoll | Republic of Maldives

