

Job Announcement:

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

POSITION:

Receiving Clerk

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

OVERVIEW:

The Receiving Clerk is responsible for ensuring the accurate receipt, inspection, and documentation of all goods delivered to the resort while maintaining inventory accuracy and supporting efficient store operations in accordance with company standards and procedures

KEY RESPONSIBILITIES:

- *Receive, inspect, and verify deliveries against purchase orders and delivery notes.*
- *Ensure all goods meet quality and quantity standards before acceptance.*
- *Maintain accurate receiving records and documentation.*
- *Coordinate with suppliers and internal departments regarding deliveries.*
- *Store and handle goods in accordance with company procedures.*
- *Follow food safety, hygiene, and workplace safety standards.*
- *Support inventory control and stock management activities.*
- *Perform other duties assigned by the department leadership.*

QUALIFICATIONS:

- *Previous experience in receiving, stores, purchasing, or inventory control is preferred.*
- *Basic knowledge of inventory and receiving procedures.*
- *Good computer, communication, and organizational skills.*
- *Hospitality experience is an advantage*

PERSONAL QUALITIES:

- *Excellent communication, interpersonal, and problem-solving skills*
- *Strong attention to detail and accuracy.*
- *Honest, reliable, and well-organised.*
- *Positive attitude with good teamwork skills.*
- *Able to work in a fast-paced environment.*
- *Flexible to work shifts, weekends, and public holidays.*

BENEFITS:

- *Competitive Salary Package*
- *Leave Benefits*
- *Professional Development opportunities*

If you possess the requisite qualifications and a commitment to excellence, please submit your CV to careers.boduhithi@cococollection.com by 10 August 2026. Please note that only shortlisted candidates will be notified.