

Job Announcement:

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

POSITION:

Store Assistant

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

OVERVIEW:

The Store Assistant is responsible for supporting the efficient operation of the resort's stores by ensuring the proper receipt, storage, issuance, and inventory control of goods while maintaining accurate records and adhering to company standards and procedures.

KEY RESPONSIBILITIES:

- *Receive, store, and issue goods in accordance with company procedures.*
- *Maintain accurate inventory records and stock levels.*
- *Ensure proper storage, handling, and rotation of stock items.*
- *Assist with stock counts and inventory audits.*
- *Keep the store clean, organized, and safe at all times.*
- *Coordinate with departments to ensure timely issuance of supplies.*
- *Follow company policies, safety standards, and operational procedures.*
- *Perform other duties assigned by the department leadership.*

QUALIFICATIONS:

- *Previous experience in stores, inventory, or warehouse operations is preferred.*
- *Basic knowledge of inventory control and stock management.*
- *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.