



VELAA
PRIVATE ISLAND
MALDIVES

JOIN OUR FAMILY!

Velaa Private Island is one of the leading resorts in the world. The combination of innovative and unique architectural design and the bespoke private service offered from our expert and experienced team ensures the perfect environment to create the most memorable and unforgettable moments for each and every one of our valued guests



WE ARE LOOKING FOR:

PROJECT CONSTRUCTION COORDINATOR

GENERAL RESPONSIBILITIES:

- Demonstrates a high degree of Velaa's culture and service standards and reflects the values of Velaa Private Island.
- Maintains the leave tracking and coordinate transfer arrangements of all the colleagues, suppliers and 3rd Parties.
- Assists with construction purchasing and store management.
- In-charge of construction hotline and delegating tasks to the technical departments.
- Assists in preparation of monthly reports and all other administrative tasks that may be assigned by the department head.

SKILL REQUIREMENTS:

- Minimum 4 years' experience in a similar position with a 5 Star Luxury Resort/Hotel.
- Excellent organizational and multitasking skills & confident to anticipate and manage processes.
- Excellent command of written & spoken English, fluency in other languages will be an advantage.
- Effective interpersonal and communication skills.
- Excellent knowledge of MS Office suite, MC system with excellent analytical and organizational skills.
- Bachelor's Degree or Higher Diploma from a recognized institution would be an added advantage.

If you are enthusiastic, passionate and if you feel your profile meets the above requirements, please share your profile on or before the 28th August to: careers@velaaisland.com