



Hello Soulmate!
We are looking for you!



Cluster Reservation Agent (Female)

Are you passionate about hospitality? Do you enjoy working in a team? Then join our team at Nova!

Qualification and Experience

- Minimum 1 year of experience in hotel reservations, with prior exposure to cluster or multi-property operations will be an added advantage.
- Proficiency in Opera PMS and reservation systems.
- Strong understanding of room inventory, rates, and booking processes.
- Excellent communication skills in English (written and verbal) across email, phone, and other platforms.
- Ability to handle reservations, amendments, and cancellations with accuracy and strong attention to detail.
- Customer-focused with the ability to upsell services and manage special requests effectively.
- Strong organizational, multitasking, and problem-solving skills with a positive, team-oriented attitude.

If you think you are a good fit, please send your CV and additional documents via our [career portal](#) on or before **12 October 2026**.

Please note that this is a resort-based position. The successful candidate will receive a competitive salary package, service charge and other attractive benefits.



Nova Maldives, the soulful island resort nestled in the South Ari Atoll, believes in a greater calling than simply a lifestyle holiday destination. It's where people can live in the moment and immerse themselves into the spirit of the Maldives and the vibrant Nova community. Smart, playful, human, rooted and responsible, Nova embodies the very essence of the Pulse Hotels & Resorts brand.

It's a refreshing take on the all-inclusive concept that extends beyond the meals and services, Nova is about people taking the time to do what makes their soul happy.

#GoodSoulDays

www.nova-maldives.com