



WE ARE HIRING!

Meeru Maldives Resort Island is seeking dynamic and highly motivated individuals with a passion for delivering exceptional customer service to join our team as a

Reservations Agent

Key Responsibilities:

- Handle daily correspondences, inquiries and bookings from Tour Operators, Travel Agents and direct clients.
- Process reservations, modifications and cancellations in the property management system seamlessly and efficiently.
- Communicate reservations information to Front of House and assist in pre-registration activities when necessary.
- Maintain and update reservations records and files.
- Assist in monitoring of daily arrival pre-check and weekly distribution of checklist for Tour Operators.

We offer a great opportunity to make your mark in a company that is focusing on development and career growth.

Expectations:

- Any combination of education, training or experience that provides the required knowledge, skills and abilities. High school diploma is preferred.
- Considerable skill in MS Office and Micros OPERA.
- Minimum 1 year experience in Reservations field is preferred.
- Ability to communicate effectively in English, written and verbal.
- Customer-driven, excellent customer care skills and interpersonal relations.

If interested, you can apply through our career portal:
www.crownandchamparesorts.com/careers.html
or send your updated CV to careers@meeru.com

Deadline: September 02, 2026
Only shortlisted candidates will be contacted