

• **HIRING** •



JOB VACANCY FOR EXECUTIVE HOUSEKEEPER

**SOUTH ARI ATOLL
• MALDIVES**

We are looking for talented and dedicated individuals who aspire to succeed in the Hospitality Industry.

Position: Executive Housekeeper

Location: Vilamendhoo Maldives Resort Island, South Ari Atoll, Maldives

Summary of Responsibilities:

The Executive Housekeeper leads the daily operations of Housekeeping and Laundry. Responsibilities include:

- Lead, coach and schedule the Housekeeping and Laundry teams, including supervisors, room attendants, public area cleaners and minibar attendants.
- Maintain the cleanliness, presentation and service standards of guest villas, public areas, staff areas and laundry operations.
- Inspect rooms and public areas regularly, address defects and coordinate maintenance priorities with Engineering.
- Plan staffing and workloads, monitor productivity and ensure rooms are ready in line with operational requirements.
- Manage linen, amenities, cleaning supplies and equipment, including stock control and purchasing requirements.
- Resolve guest requests and concerns promptly while promoting safe working practices and developing team members.

Qualifications:

- Previous leadership experience in Housekeeping at a four-star resort or hotel.
- Strong knowledge of room standards, laundry operations, inventory control and workplace safety.
- Excellent leadership, organization, communication and guest service skills.
- Proficient in Microsoft Word and Excel; hospitality qualification is an advantage.

Interested applicants may send their CV to careers@vilamendhoo.com
Only shortlisted candidates will be notified.