

Job Announcement:

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

POSITION:

Executive Housekeeper

Location : Coco Bodu Hithi (Maldives)

Job Type : Full-Time

OVERVIEW:

The **Executive Housekeeper** is responsible for leading the housekeeping and laundry operations, ensuring the highest standards of cleanliness, presentation, and guest satisfaction across the resort. The role oversees departmental performance, team development, and operational efficiency while maintaining luxury hospitality standards and driving continuous improvement.

KEY RESPONSIBILITIES:

- Lead and manage the daily operations of the Housekeeping and Laundry departments.
- Ensure the highest standards of cleanliness, hygiene, and presentation across guest villas and public areas.
- Plan, organize, and supervise departmental activities to achieve operational excellence.
- Develop, coach, and motivate the housekeeping team to deliver exceptional guest experiences.
- Monitor departmental budgets, inventory, and operating supplies efficiently.
- Ensure compliance with health, safety, and company standards.
- Collaborate with other departments to support seamless resort operations.
- Drive continuous improvement through quality control, training, and guest feedback.

QUALIFICATIONS:

- Diploma or Degree in Hospitality Management or a related field is preferred.
- Minimum 5 years' housekeeping experience, including 2 years in a leadership role.
- Strong leadership, communication, and organizational skills.
- Proficiency in Microsoft Office; knowledge of hotel systems is an advantage.

PERSONAL QUALITIES:

- Excellent Inspirational leader with a passion for hospitality.
- Excellent communication and interpersonal skills.
- Strong attention to detail and commitment to quality.
- Able to manage multiple priorities in a fast-paced environment.
- Results-oriented with excellent problem-solving and decision-making skills.

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.