



Emerald Faarufushi Resort & Spa, a new 5-star Deluxe All-Inclusive Resort, is a proud member of The Leading Hotels of the World, where tropical landscapes and swaying palm trees are the gateway to the refined fusion of nature and indulgence, creating an enchanting atmosphere of barefoot elegance. The Resort located in the Raa Atoll, in the northern part of the Maldives archipelago.

We are looking for energetic, enthusiastic, and highly motivated candidate to join our humble team.

Front Office Supervisor

Key Responsibilities:

- Carry out all tasks in line with Front Office Procedures and Standards.
- Ensure that daily tasks are performed according to the Front Office Supervisor checklist provided.
- Maintain detailed knowledge of all facilities and services offered by the hotel.
- Ensure that guests' requests, inquiries, and concerns are addressed and completed in a timely manner.
- Ensure you stay updated with the role of Front Office in Fire, Tsunami, First Aid, and other emergency procedures through regular training.
- Ensure company procedures are followed and that all relevant documentation is completed accurately across all areas.
- Always be aware of all guest movements, arrivals, departures, and in-house guests and assist them whenever required.
- Ensure that all Front Office team members offer graceful, personalized, and caring service to guests at all times.
- Ensure the use of communication tools (such as OPERA traces and handover logs) to follow up on all guest arrangements and requests.

Requirements:

- Excellent command of written and spoken English.
- Minimum of 2 years' experience in five-star luxury hotel.
- Knowledge of LQA standards will be an added advantage.
- Ability to multi-task and work well under pressure.
- Able to work with multi-nation.
- A positive "**can-do**" attitude and a team player.

We invite applications from individuals who can fulfill above criteria. Your application should include a detailed CV (including a website address to previous employers) with a recent picture and briefly outline your past work experience and achievements.

Update your applying in Subject.

Please send your CV to careers@emerald-faarufushi.com
Only shortlisted applicants will be contacted



THE LEADING HOTELS
OF THE WORLD®