



MARRIOTT
BONVOY

**Be inspired.
Be empowered.
Be you.**

You deserve a career that fulfills your purpose. You deserve to dream without limits. Be a part of something bigger than yourself. Be inspired by what's possible and discover your own future. Begin your purpose, belong to a community, and become the best version of you.

The Halcyon Private Isles, Maldives

RESERVATIONS AGENT

Your Experience and Skills Include:

- Previous experience in a similar function from a premium island resort.
- Ability to work in a remote location or island life.
- Proficiency in Opera PMS or other hotel reservation systems; Marriott systems are an advantage.
- Excellent communication, customer service, and upselling skills.
- Detail-oriented, organized, and able to thrive in a fast-paced, remote island environment.
- Fluency in English; additional languages are an advantage.

What you will be doing:

- Manage guest reservations, modifications and cancellations across multiple booking channels with accuracy and efficiency.
- Deliver personalized luxury service while responding to guest inquiries and special requests.
- Promote room upgrades, packages and resort services to maximize revenue opportunities.
- Maintain accurate reservation records and coordinate with resort team to ensure seamless guest experiences.
- Uphold Marriott brand standards and deliver exceptional hospitality at every guest interaction.

The applicants may send the resume by email to Careers@thehalcyonmaldives.com

This hotel is owned and operated by an independent franchisee. The franchisee controls all aspects of the hotel's employment policies, practices, and decisions.