

Job Announcement:

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

POSITION:

Housekeeping Coordinator

Location : Coco Bodu Hithi (Maldives)
Job Type : Full-Time

OVERVIEW:

This role is responsible for coordinating the daily administrative and operational activities of the Housekeeping Department, ensuring effective communication, accurate records, and timely follow-up to support smooth operations and exceptional guest experiences.

KEY RESPONSIBILITIES:

- Coordinate daily housekeeping activities, guest requests, and departmental communications.
- Maintain accurate records, reports, attendance, rosters, and departmental documentation.
- Coordinate room status and operational updates with Front Office and relevant departments.
- Follow up on guest requests, maintenance issues, and housekeeping requirements.
- Assist with inventory, supplies, lost & found, and departmental records.
- Handle telephone calls, emails, and internal communications professionally.
- Support the Executive Housekeeper with administrative and operational requirements

QUALIFICATIONS:

- Previous experience in Housekeeping or a similar administrative role, preferably in a hotel or resort.
- Good computer skills, particularly Microsoft Office.
- Good written and verbal communication skills in English.
- Knowledge of hotel management systems is an advantage.

PERSONAL QUALITIES:

- Highly organized with strong attention to detail.
- Good communication and interpersonal skills.
- Positive, responsible, and service-oriented.
- Able to multitask and work effectively under pressure.
- Strong team player with a professional attitude.

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 **30th September 2026**. Please note that only shortlisted candidates will be notified.*