

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 position is responsible for assisting and coordinating the organizational and administrative functions in all areas of Housekeeping.

KEY RESPONSIBILITIES:

- Manage requisitions for housekeeping supplies and coordinate with stores for availability.
- Monitor room status updates in the OPERA system.
- Maintain daily logs for maintenance requests, fill out work orders, and liaise with Engineering to ensure all maintenance priorities are attended to on time.
- Update the Housekeeping status board.
- Maintain Mini-bar records and coordinate with the accounts department.
- Keep inventories of departmental supplies and amenities.
- Maintain training records and update attendance in the Fusion system.
- Ensure staff are adequately trained for their tasks.
- Follow up on calls and communicate any discrepancies.
- Maintain the cleanliness of the housekeeping office and storage areas.
- Responsible for issuing and returning villa keys and maintaining desk records.
- Maintain valuable and non-valuable records and take inventories monthly.
- Attend training sessions and ensure safety standards are followed.

QUALIFICATIONS:

- Diploma in Hospitality Management or related field.
- Minimum of 2 years' work experience in a luxury resort or hotel setting.
- Excellent communication skills in English.
- Previous experience in a Maldives resort or a remote location will be an advantage.

PERSONAL QUALITIES:

- Excellent communication, interpersonal, and problem-solving skills.
- Can work under pressure in a fast-paced environment with a positive & flexible attitude.
- Candidates must demonstrate dynamic, positive, and excellent communication 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 **20th September 2026**. Please note that only shortlisted candidates will be notified.*