

THE
HALCYON

PRIVATE ISLES – MALDIVES

AUTOGRAPH COLLECTION[®]
HOTELS

Spirit of discovery. The soul of the Maldives

JOB OPENING

Housekeeping Coordinator

Housekeeping · Reports to Housekeeping Supervisor

LEVEL
Coordinator

FUNCTION
Housekeeping

TYPE
Full-Time

EXPERIENCE
1–2 Years

ABOUT THE ROLE

We are looking for an organized, detail-oriented, and service-focused Housekeeping Coordinator to join our team. The ideal candidate will support the smooth daily operation of the Housekeeping department by coordinating assignments, maintaining accurate records, handling guest requests, and ensuring effective communication between Housekeeping and other departments.

KEY RESPONSIBILITIES

- Coordinate daily Housekeeping operations, including room assignments, guest requests, and follow-ups.
- Maintain accurate records of room status, lost and found, maintenance requests, inventories, and departmental documentation.
- Communicate closely with Front Office, Engineering, Laundry, and other departments to ensure smooth operations.
- Receive and coordinate guest requests and ensure timely follow-up with the relevant team members.
- Assist with preparing daily reports, attendance records, duty rosters, training records, and other Housekeeping documentation.
- Monitor and update room status and communicate any discrepancies to the relevant team members.
- Assist the Housekeeping leadership team with administrative duties, filing, emails, and departmental coordination.
- Support the team in maintaining high standards of guest service and operational efficiency.

WHAT WE'RE LOOKING FOR

- 1–2 years' experience in Housekeeping or a similar coordination/administrative role, preferably in a luxury hotel or resort.
- Good understanding of Housekeeping operations and room status procedures.
- Strong organizational skills with excellent attention to detail.
- Good computer skills, including Microsoft Office; knowledge of hotel systems is an advantage.
- Good communication and coordination skills.
- Able to multitask and work effectively in a fast-paced resort environment.
- Friendly, positive, responsible, and guest-focused attitude.
- Fluent in English; additional languages are an advantage.

If you are passionate about creating extraordinary moments for guests, we would love to hear from you. Please send your CV and a brief cover letter to careers@thehalcyonmaldives.com

E: careers@thehalcyonmaldives.com | W: www.halcyonmaldives.com

The Halcyon Private Isles Maldives, Autograph Collection

Gaafu Alifu Atoll | Republic of Maldives

