



JOB OPENING

AIRPORT BUTLER

Guest Experience · Reports to Butler Manager

LEVEL

Operational

FUNCTION

Guest Experience

TYPE

Full-Time

EXPERIENCE

Previous experience in similar role

ABOUT THE ROLE

We are seeking a warm, polished, and guest-focused Airport Butler to create a seamless and welcoming arrival and departure experience for our guests. Reporting to the Butler Manager, you will be responsible for assisting guests throughout their airport journey, coordinating transfers and luggage, and ensuring every interaction reflects the resort's high standards of personalized service.

KEY RESPONSIBILITIES

- Welcome and assist guests during airport arrivals and departures.
- Provide personalized and attentive airport services.
- Coordinate transfers, luggage, and guest transportation.
- Assist guests with airport procedures and requirements.
- Monitor flight schedules and manage changes or delays proactively.
- Coordinate closely with airport and resort teams.
- Ensure smooth guest transfers and handovers.
- Handle guest requests and concerns professionally.
- Maintain accurate arrival and departure records.
- Support VIP and special-arrival arrangements.
- Maintain professional appearance and comply with resort standards.

WHAT WE'RE LOOKING FOR

- Previous experience in airport services, guest relations, or luxury hospitality.
- Hospitality qualification or relevant training is an advantage.
- Excellent communication and interpersonal skills.
- Good command of English; additional languages are an advantage.
- Warm, confident, and guest-focused personality.
- Strong organizational and coordination skills.
- Knowledge of airport procedures and guest handling is an advantage.
- Professional appearance with strong attention to detail.
- Calm, adaptable, and able to work under pressure.
- Ability to work effectively in a multicultural, fast-paced environment.

If you are passionate about personalized service and creating seamless guest journeys from the moment they arrive, 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

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