



Furaveri Maldives is a tropical 23-hectare natural and un-reclaimed Island situated in the exotic Raa Atoll near "Hanifaru Bay" a UNESCO biosphere reserve. The very spacious 168 villas offer uninterrupted privacy

One Island, Many Memories!

CAREER OPPORTUNITIES

If you are enthusiastic to work in a multi-nationality environment, have the ability to organise and prioritise workload, have a flexible approach to working hours, have a positive attitude, with remote Island Resort work experience, we want you to join us.

EXECUTIVE OFFICE

EXECUTIVE ASSISTANT

Requirements

- Minimum 02 years of experience in similar capacity at a 5-star hotel or resort in Maldives .
- Bachelors Degree in Business Administration or related field.
- Exceptional attention to detail and ability to meet deadlines.
- Ability to manage calendars, coordinate meetings and prepare correspondence.
- Able to travel and arrange travels, for executive team members.
- Strong Communication and interpersonal skills.
- Excellent command of written and spoken English.
- Highly proactive and strong ability to work independently or as part of team.
- Outgoing personality, energetic and strong work ethic.