



CAREER OPPORTUNITY

RESERVATIONS AGENT

We are seeking a professional and service-driven Reservations Agent to join our Reservations team at JA Manafaru.

In this role, you will be the first point of contact for guest reservations—ensuring accurate bookings, managing inquiries via phone and email, and coordinating pre-arrival arrangements. You'll work closely with various departments to maximize occupancy and revenue while ensuring guest satisfaction through efficient, personalized service and clear communication.

Requirements:

- Previous experience in a similar role with luxury hotels/resorts. Experience in Maldives will be preferred.
- Excellent interpersonal, communication, and organizational skills.
- Good command of written & spoken English
- Must Possess knowledge of Forbes and IFH service standards.
- Ability to handle multiple tasks with professionalism and confidentiality.
- Advance Microsoft Office, OPERA / Protel PMS systems .



Inclusions and Benefits of Your Offer



Complimentary Tickets



A casual environment to unwind and recharge



Career advancement with great prospects



A relaxing pool for swimming



Fun and Inclusive Events



A space for fitness, enhancing physical health



An Inclusive and Diverse Workplace



A fun, stress-relieving space for team bonding

Expand your career with a move to the multi award-winning JA Manafaru, Maldives.

This hidden tropical paradise island boasts 84 beautiful villa and residences with unique Asian style spa and nine bespoke food and beverage venues.

Located in the most Northern tip of Maldives.

This barefoot luxury sanctuary is famed for looking after guests and associates with true hospitality.

Ready to embark on this incredible journey?
Send your resume to careers.mv@jaresorts.com