

Job Announcement:

We are seeking talented and dedicated individuals who are driven by excellence to become part of our esteemed team.

POSITION:

IVD Order Taker

Location : Coco Bodu Hithi (Maldives)

Job Type : Full-Time

OVERVIEW:

This role is responsible for accurately receiving, processing, and coordinating guests' orders for IVD products to ensure timely fulfilment and compliance with regulatory requirements.

KEY RESPONSIBILITIES:

- *Answer guest calls professionally and courteously.*
- *Accurately receive and process food and beverage orders.*
- *Provide menu information and recommend dishes and beverages.*
- *Coordinate orders with the kitchen and service team to ensure timely delivery.*
- *Update guests on order status and delivery times when required.*
- *Maintain accurate order records and system postings.*
- *Handle guest enquiries and resolve concerns promptly.*
- *Follow company policies, service standards, and operational procedures.*

QUALIFICATIONS:

- *Previous experience in Food & Beverage or Guest Services is preferred.*
- *Good communication and telephone etiquette.*
- *Proficiency in spoken and written English.*
- *Knowledge of POS systems is an advantage*

PERSONAL QUALITIES:

- *Excellent Passion for hospitality and guest service.*
- *Excellent communication and interpersonal skills.*
- *Positive attitude with strong attention to detail.*
- *Able to work efficiently in a fast-paced environment.*
- *Flexible to work shifts, weekends, and public holidays*

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 03 August 2026. Please note that only shortlisted candidates will be notified.