



Coco Palm Dhuni Kolhu's setting is pure magic. Surrounded by a lagoon of bright turquoise water and coral banks, fringed by beaches of white sand and richly covered with fertile tropical vegetation it has 98 thatched Bungalows either set in quiet isolation and hidden by tropical ferns, vines and palms or out on the lagoon over an excellent house reef.

We invite qualified and dedicated individuals with a passion for excellence to join our team.

JOB TITLE:

Executive Housekeeper

LOCATION: COCO PALM DHUNI KOLHU (MALDIVES)

POSITION OVERVIEW:

*We are looking for an experienced **Executive Housekeeper** to lead the housekeeping department. This role is responsible for ensuring the highest standards of cleanliness, hygiene, and presentation throughout the property while providing personalized service to guests and ensuring their satisfaction throughout their stay. The Executive Housekeeper will lead and develop the housekeeping team, manage daily operations, and maintain quality standards to deliver exceptional guest experience.*

KEY RESPONSIBILITIES:

- Oversee the daily operations of the housekeeping and laundry departments.
- Ensure all guest rooms, public areas, and back-of-house areas meet cleanliness and quality standards.
- Supervise, train, and motivate the housekeeping team.
- Conduct regular room and public area inspections to maintain brand standards.
- Prepare staff schedules, duty rosters, and work assignments.
- Manage housekeeping inventory, linen, uniforms, and cleaning supplies.
- Coordinate with Front Office, Engineering, and other departments to ensure smooth operations.
- Handle guest requests and resolve housekeeping-related complaints promptly.
- Monitor departmental budgets, control costs, and minimize waste.
- Ensure compliance with health, safety, hygiene, and environmental standards

QUALIFICATIONS:

- Diploma or Degree in Hospitality Management or a related field.
- Minimum 5 years of housekeeping experience, including 2–3 years in a supervisory or managerial role.
- Strong leadership, communication, and team management skills.
- Knowledge of housekeeping procedures, inventory control, and hotel standards.
- Excellent organizational and problem-solving abilities.
- Proficient in MS Office and hotel property management systems.
- Good command of English (additional languages are an advantage).

WHAT WE OFFER:

- Competitive Salary Package
- Vacation and Leave Allowance
- Professional Development Opportunities

HOW TO APPLY:

If you are a dedicated and skilled professional with a passion for creating exceptional guest experiences, we would love to hear from you. Please submit your resume and cover letter to careers.dhunikolhu@cococollection.com.

APPLICATION DEADLINE: 30th August 2026

*Kindly note that only shortlisted candidates will be notified for an interview.