

Amilla

MALDIVES

SMALL
LUXURY
HOTELS
OF THE WORLD

Considerate Collection

Engineering Coordinator

Amilla is a modern retreat with responsible hospitality goals including wellbeing, inclusivity and sustainability. A haven where guests can immerse themselves in the island's natural beauty and experience our commitment to protecting it.

KEY SKILLS & RESPONSIBILITIES

- Support the Engineering team with daily scheduling, assignments and rosters.
- Log, assign and track work requests, keeping departments updated on completion.
- Ensure the Preventive Maintenance Programme is followed as scheduled.
- Manage Engineering stores, par stock and requisitions via Materials Control.
- Coordinate with Purchasing and suppliers on quotations, orders and follow-ups.
- Prepare daily energy reports and keep records, contracts and OPEX tracking accurate.

KEY PERSONALITY TRAITS

- Highly organised multitasker who thrives on schedules and deadlines.
- Detail-focused with strong record-keeping and follow-up discipline.
- Clear communicator who coordinates smoothly across departments.
- Reliable team player, cost-conscious and safety-minded.

EDUCATION & EXPERIENCE

- Diploma or degree in administration or a related field.
- 2–3 years' relevant experience, ideally within Engineering.
- Materials Control and inventory skills; resort experience preferred.

Interested candidates should send your CV with photo by
30th September 2026. Shortlisted applicants will be contacted.

jobs@amilla.com