

CAREER OPPORTUNITY

ASSISTANT FRONT OFFICE MANAGER - OPERATIONS

We are looking for a passionate hospitality professional who is committed to delivering exceptional guest experiences, has a strong background in Front Office operations, and understands the importance of creating memorable first impressions.

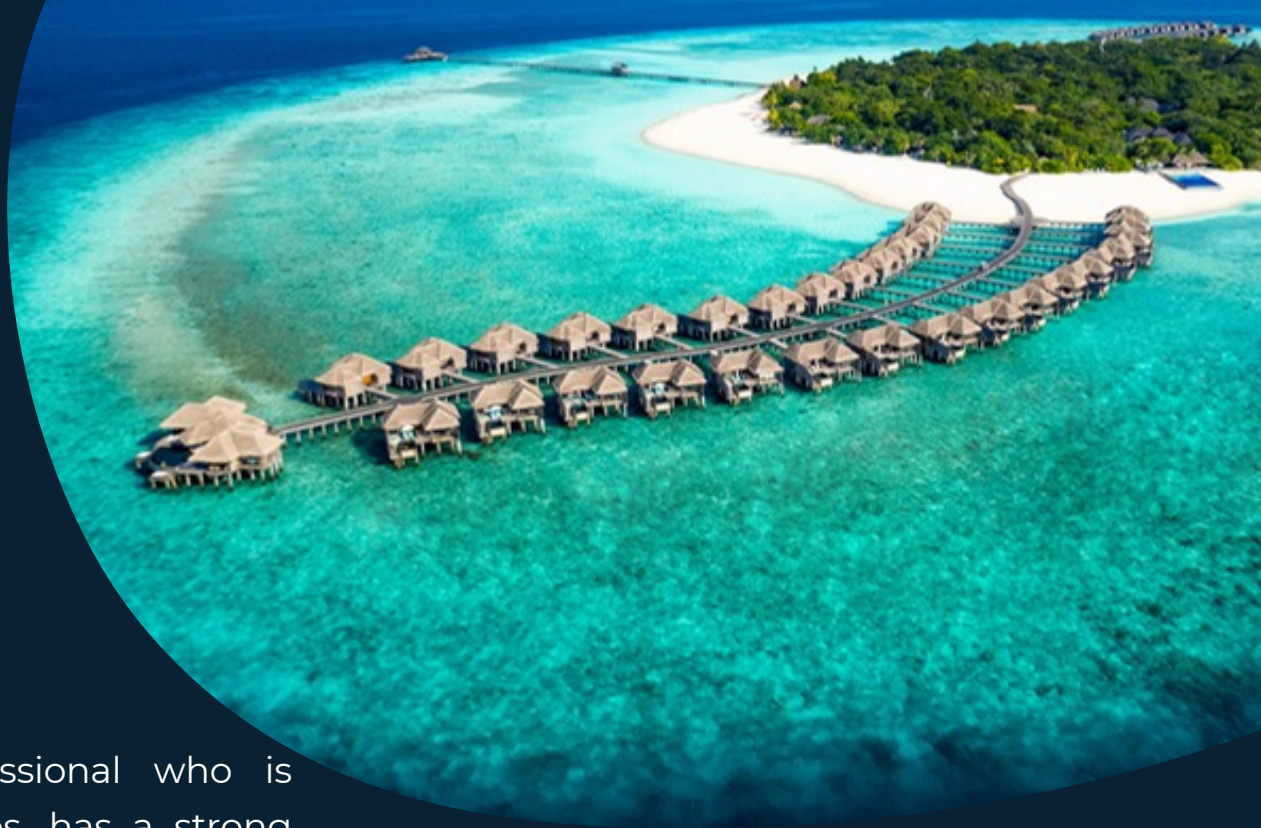
As a key leader of the Front Office team, you will oversee daily operations, drive exceptional service standards, and lead, inspire, and develop the team to deliver seamless and personalized guest experiences throughout every stage of the guest journey.

This is an exciting opportunity to grow as a leader, make a meaningful impact, and contribute to creating memorable experiences while working in one of the Maldives' most beautiful island settings.

Requirements:

- Previous experience in a similar role with a Luxury resort in Maldives
- Excellent communication and interpersonal abilities with a guest-centric approach.
- Skilled in handling guests and resolving issues professionally and proactively.
- Familiarity with hotel PMS and luxury service standards. Knowledge of Forbes Service standard will be an advantage
- Fluent in English; additional languages are a plus.
- Positive, proactive, and committed to delivering exceptional guest experiences.
- Proficient in computer systems, MS Office Suite, Excel, Outlook, Publisher
- Excellent leadership skills to lead a multi-cultural team

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



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.