We're Hiring!

Work Location: Head Office (Male', Maldives)



About Us

Lily Hotels Pvt Ltd., with over 30 years of experience in managing resort properties in the Maldives, has built a trusted reputation in the international hospitality industry. The numerous awards received by our properties—Hideaway Beach Resort & Spa and Lily Beach Resort & Spa—highlight our success in delivering world-class experiences.

We are committed to excellence and innovation, building on our heritage of Maldivian hospitality. Join our dynamic team as we continue to redefine luxury and elevate guest experiences.

What We're Looking For: Administrative and Procurement Assistant

- WE'RE HIRING!

  Lily Hotels is seeking an organised and detail-oriented Administrative and Procurement Assistant to

  join our Head Office team.

  Key responsibilities:

- Support daily administrative and procurement activities
- Process purchase requests and coordinate with suppliers
- Obtain quotations and assist with price comparisons
- Track orders, deliveries and pending items
- Maintain procurement records, invoices and documentation

- Coordinate with resorts, internal departments and vendors

  Requirements:

- Relevant qualification in Business Administration, Procurement or a related field
- Previous experience in administration or procurement is an advantage
- Good communication, coordination and Microsoft Office skills
  Strong attention to detail and ability to meet deadlines
- Location: Lily Hotels Head Office, Malé
- Apply via: careers@lilyhotels.com

LILY BEACH RESORT & SPA
AT HUVAHENDHOO, MALDIVES

HIDEAWAY
BEACH RESORT & SPA
DHONAKULHI MALDIVES

THE SIGNATURE COLLECTION
AT HIDEAWAY

Lily Hotels proudly manages two of the Maldives' most iconic luxury resorts: Lily Beach Resort & Spa and Hideaway Beach Resort & Spa.