

03rd December 2019

“With over 210 years of history and memories to last a lifetime”, so say the travel critiques from around the world who’ve experienced the mystical wonders of the Mount Lavinia Hotel.

Mount Lavinia Hotel is the preferred choice for weddings, conferences and for the celebration of important events.

We have the following vacancy in the Catering Service of Mount Lavinia Hotel at BMICH premises;

ASSISTANT SALES MANAGER – BANQUET OPERATIONS

We are looking for an Assistant Sales Manager to help us build our business activities. You will be responsible for discovering and pursuing new sales prospects and maintaining customer relationships. The goal is to meet and surpass the company’s expectations to drive rapid and sustainable growth.

Requirements

- 2 years or more proven experience in a relevant role (Experience in Hospitality Industry is an added advantage)
- SLIM qualification or Degree in Marketing
- Proficiency in English and Sinhalese
- Excellent knowledge of MS Office
- Thorough understanding of marketing and negotiating techniques
- Fast learner who has a passion for hospitality industry sales
- Self-motivated with a results-driven approach
- Aptitude in delivering attractive business propositions

Responsibilities

- Conduct market research to identify selling possibilities and evaluate customer needs
- Manage and grow portfolio of customers while actively seeking new sales opportunities
- Prepare and deliver appropriate presentations on products/ services
- Formulate reviews and reports with sales and financial data
- Represent the company in exhibitions, events and conferences
- Negotiate/close deals and handle complaints
- Collaborate with team to achieve overall budget

Interested applicants are required to forward their curriculum vitae with contact details of two non-related referees, copies of all relevant certificates and a passport sized photograph on or before 17th December 2019 to;

Head of Human Resources
Mount Lavinia Hotel,
100, Hotel Road, Mount Lavinia
E-mail: careers@mountlaviniahotel.com

