

03rd December 2019

“With over 210 years of history and memories to last a lifetime”, so say travel critiques from around the world who have 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 for;

ASSISTANT MANAGER - PUBLIC RELATIONS & CORPORATE COMMUNICATION

Assistant Manager Public Relations & Corporate Communication will be responsible for the below

Responsibilities

- Planning publicity strategies and campaigns.
- Writing and producing presentations, press releases, articles, leaflets and in house notices/ branding
- Dealing with enquiries from the public, the press, and related organizations
- Organizing promotional activities such as press conference, open days, exhibitions and events
- Providing clients with information about new promotional opportunities and current PR campaigns progress
- Digital media marketing and managing content on Hotel website and social media
- Analysing media coverage
- Commissioning or undertaking relevant market research

Qualifications required

- Degree in journalism, public relations, communications or tourism/hospitality related field
- 03-05 years' experience in a similar capacity at a hotel
- Experience in event planning and implementation
- Superior interpersonal and organization skills
- Proficient in Microsoft Office
- Strong written and verbal communication skills (Sinhala & English)
- Ability to multi-task and keep numerous projects on track and within budget
- Ability to manage projects from inception to fulfilment

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**

