

03rd December 2019

“With over 210 years of history and memories to last a lifetime”, so say 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 for:

PERSONAL ASSISTANT TO THE GROUP GENERAL MANAGER

The Personal Assistant maintains an efficient and effective Executive Office via the distribution of internal and external mail, independent correspondence and up-to-date registry system. She will act as the first point of contact with people from both inside and outside the organization. Tasks are likely to include:

- Devising and maintaining office systems, including data management and filing
- Take notes or dictation at meetings or to provide general assistance during presentations
- Screening phone calls, inquiries and requests, and handling them when appropriate
- Meeting and greeting visitors at all levels of seniority
- Organizing and maintaining diaries and making appointments
- Dealing with incoming email, faxes and post, often corresponding on behalf of the Group General Manager
- Producing documents, briefing papers, reports and presentations
- Organizing and attending meetings and ensuring the Group General Manager is well prepared for meetings
- Liaising with clients, suppliers and other staff when required

What are we looking for?

- Minimum 5 years relevant experience (preferably in a star class hotel); 3 of which must be in a similar capacity
- Certification in Secretarial/Administration skills
- Proficient with MS Word, Excel, PowerPoint and Outlook and office equipment
- Strong communication skills

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;

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

