

“With over 210 years of history and memories to last a lifetime”. So say travel critiques from around the world who has 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 invite you to be a part of the Front Office Team at the Mount Lavinia Hotel for which we have the following vacancies;

FRONT OFFICE EXECUTIVE

Candidates should possess;

- Credit passes for English and Mathematics in G.C.E. ordinary level.
- A smart and outgoing personality with strong customer relation skills.
- A minimum of 3 years experience in a similar capacity. Preference would be given to those with previous experience in a Star Class Hotel.
- Be conversant in Fidelio and Opera Systems.
- Age below 30 years.

RECEPTIONIST

We are looking for a receptionist to manage our front desk on a daily basis and to perform a variety of administrative and clerical tasks.

Responsibilities:

- Meet and greet guests as soon as they arrive at the office
- Direct visitors to the appropriate person or office
- Answer, screen and forward incoming phone calls
- Provide basic and accurate information in person and via phone/email
- Receive, sort and distribute daily mail/deliveries

Requirements:

- Proven work experience as a receptionist, front office representative or similar role
- Proficiency in Microsoft Office.
- Professional attitude and appearance
- Should be highly organized and work well under pressure
- Be prepared to work on roster basis including night shifts

An attractive salary and perquisites are on offer for the selected candidate.

Please forward your curriculum vitae with contact details of two non-related referees on or before 17th December 2019 to:

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

