

08th January 2020

“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 have a vacancy for a;

LEARNING & DEVELOPMENT MANAGER

The ideal candidate will be responsible for managing the Hotel’s Learning & Development department, including developing a team of qualified trainers and to establish a system for generating training data and evaluating results. The Learning and Development Personnel’s position impacts on the skills, knowledge and attitudes of every Hotel employee. The position also plays a leading role in promoting the desired work culture in acquiring the objectives of the Mount Lavinia Hotel Group.

Responsibilities:

- Assess current and future learning and development needs for the Hotel, deliver programmes and evaluate the effectiveness of training delivered by Managers and Supervisors.
- Conduct a ‘Colleague Development Needs’ analysis and prepare an Annual Learning & Development Plan and budget accordingly.
- Create and implement training sessions that are aligned to the company’s business goals.
- Proactively shape a service-oriented culture by measuring and monitoring guest feedback and establish effective means of communicating this to the Management and other colleagues.
- Assist in the selection of Departmental Trainers. Train and develop them through ongoing workshops etc.

Qualifications required:

- Have at least 3-4 years experience in a similar job in a star class hotel.
- Professional qualification in HR from a recognized institute.
- Possess excellent presentation skills and have a passion to impart knowledge & skills.
- Be an excellent communicator in both English & Sinhala.

An attractive salary plus service charge and other facilities (Insurance, food and beverage & laundry allowance) are on offer for the selected candidate.

Please forward your curriculum vitae with contact details of two non-related referees, copies of all relevant certificates, a passport sized photograph within 10 days of this advertisement to;

HEAD OF HUMAN RESOURCES

Mount Lavinia Hotel
100, Hotel Road, Mount Lavinia
E-mail : careers@mountlaviniahotel.com

