

WE ARE HIRING!

Araliya Green Hills Hotel - Nuwara Eliya

Araliya Green Hills Hotel is a charmer that welcomes you with warm hospitality in the midst of the cool climate of Nuwara Eliya. In addition to the beauty of the Nuwara Eliya landscape, this modern and the artistic hotel have 160 rooms that range from Deluxe, Super Deluxe, Presidential Suite & a Royal Suite.

We envisage hearing from dynamic, committed and effective individuals with proven track records to occupy the following positions in the above venture.

FRONT OFFICE DEPARTMENT

FRONT OFFICE MANAGER

DUTIES AND RESPONSIBILITIES:

- Oversee daily operations of front desk employees.
- Ensure high-quality customer service and handle guest inquiries.
- Streamline and manage guest arrivals and departures.
- Train and mentor front desk staff for optimal performance.
- Oversee room reservations and coordinate with the reservations team.
- Address and resolve guest complaints efficiently.
- Manage budgets, expenses, and financial reports for the front office.
- Complete administrative tasks, such as scheduling and inventory management.
- Ensure adherence to hotel policies and procedures.
- Coordinate with housekeeping, maintenance, and other departments to ensure smooth operations.

PROFILE SPECIFICATIONS:

- A minimum 02 years of experience in a similar capacity in a star-class hotel.
- Age below 45 years.
- Preference will be given to those who possess a Degree/ Diploma in Hospitality Management or similar qualifications from a reputed hotel school.
- Great interpersonal and communication skills.
- Excellent problem - solving skills.
- The ability to remain positive and focused in a fast - paces environment.

FINANCIAL DEPARTMENT

ACCOUNTS ASSISTANT

PROFILE SPECIFICATIONS:

- Full or part qualification in ICASL, CIMA, ACCA or Accounting Degree.
- At least 03 years of post - qualifying experience in the hospitality industry.
- Positive attitude and excellent communication skills.
- Absolute integrity & good work - related references.
- Have a proven track record.
- A must knowledge of hotel accounting systems.
- A good team player.
- Age below 35 years.

NIGHT AUDITOR

PROFILE SPECIFICATIONS:

- Full or part qualification in ICASL, CIMA, ACCA, or an Accounting Degree.
- At least 03 years of post-qualification experience in the hospitality industry.
- Positive attitude and excellent communication skills.
- Absolute integrity and good work-related references.
- Proven track record in accounting or finance roles.
- Knowledge of hotel accounting systems.
- Good team player.
- Age below 35 years.

KITCHEN DEPARTMENT

SOUS CHEF

DUTIES AND RESPONSIBILITIES:

- Overseeing the daily operations of kitchen staff to ensure efficiency and productivity.
- Assisting in the preparation and cooking of dishes according to the menu.
- Ensuring all food meets the restaurant's quality and presentation standards.
- Assisting in creating and updating the menu and developing new recipes.
- Monitoring inventory levels, ordering supplies, and managing stock.
- Training new kitchen employees and providing ongoing coaching and guidance.
- Ensuring the kitchen complies with health and safety regulations.
- Assisting in creating staff schedules to ensure the kitchen is adequately staffed.
- Handling special customer requests and complaints when necessary.
- Ensuring the kitchen remains clean and organized at all times.

PROFILE SPECIFICATIONS:

- A minimum 02 years of experience in a similar capacity in a star-class hotel.
- Age below 45 years.
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COMMIS - I/II/III (HOT/ COLD) PASTRY

The Above positions carries an attractive remuneration package along with other fringe benefits!

Mail us your application to:

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 Tel: 070 351 2661