



# WE ARE HIRING!

## Araliya Red Hotel - Nuwara Eliya

The Araliya Red is a lean Luxury Hotel located in the Hill country, Nuwara Eliya is a member of the Araliya Group of companies comprised with 200 rooms including 02 Apartment suites, Modern banquet halls, Dining facilities with a scrumptious variety of cuisines, recreation and Wellness spa experience.

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

#### **ASSISTANT FRONT OFFICE MANAGER**

##### **DUTIES AND RESPONSIBILITIES:**

- Supporting, training, and supervising front office staff
- Ensuring that all customer-related tasks are handled accurately and on time to improve guests' experience
- Handling customer complaints and special requests
- Scheduling staff shifts and managing other HR-related tasks
- Maintaining an orderly appearance throughout the reception area
- Monitoring stock and ordering office supplies, including stationery and information leaflets
- Preparing monthly management reports on customer feedback, bookings, and cancellations
- Managing the departmental budget
- Updating files and records
- Enforcing all cash-handling, checking, and credit procedures

##### **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.

#### **RECEPTIONIST**

### F&B DEPARTMENT

#### **RESTAURANT & BAR MANAGER**

##### **DUTIES AND RESPONSIBILITIES:**

- Manage daily restaurant & Bar Operations.
- Implementing product quality and customer service standards.
- Work with SOP.
- Meets restaurant and bar financial objectives by forecasting requirements.
- Maximize the financial performance in area of responsibility.

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#### **BARISTA**

#### **BARTENDER**

#### **BAR CAPTAIN**

### KITCHEN DEPARTMENT

#### **COLD KITCHEN - CHEF DE PARTIE & COMMIS I/II/III**

#### **HOT - CHEF DE PARTIE & COMMIS I/II/III**

#### **PASTRY - COMIS I/II/III**

### HOUSEKEEPING DEPARTMENT

#### **ROOM BOY**

### ACCOUNTS DEPARTMENT

#### **CASHIER**

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

Mail us your application to:

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hre@araliyared.com

Tel: 070 4700 869