



NOW HIRING

EXECUTIVE, EVENT SALES

We currently have an exciting opportunity for an Executive, Event Sales to join Cinnamon Lakeside Colombo. Cinnamon Hotels & Resorts is Sri Lanka's largest hotel owner with a portfolio of 16 Hotels and Resorts in both Sri Lanka and Maldives including the US\$ 1.4 Billion investment in Cinnamon Life at City of Dreams.

Cinnamon Hotels & Resorts is a member of John Keells Holdings PLC, the largest listed conglomerate in Sri Lanka.

KEY RESPONSIBILITIES

- * Prepare Banquet Function Plans to gather all guest requirements and communicate them to relevant departments.
- * Provide accurate and timely information to clients, vendors, and meeting planners.
- * Coordinate event requirements with relevant departments to ensure the smooth flow of events.
- * Generate sales leads and explore new business opportunities.
- * Execute administrative duties, including but not limited to correspondence, contract generation, payments, and other related tasks.
- * Collaborate with relevant departments to provide efficient services based on guest requirements.
- * Ensure that the services provided by the hotel meet the required standards.

THE IDEAL CANDIDATE SHOULD POSSESS

- * A professional qualification in Hospitality Management from a recognized institution.
- * 2-3 years of experience in a similar capacity at a five-star property.
- * Excellent communication skills in English.
- * A strong knowledge of property management IT systems.
- * Sound interpersonal and problem solving skills.

Interested applicants are encouraged to submit their resumes by scanning the QR code on or before 15th February 2025.

