

## HOTELS & RESORTS



Browns Hotels & Resorts is the leisure arm of the iconic Browns Group, a Sri Lankan conglomerate with a legacy of over 150 years. With properties along Sri Lanka's scenic South Coast, the historic Cultural Triangle, and the unspoiled East Coast, as well as in the Maldives and Mauritius, Browns Hotels & Resorts offers immersive travel experiences. Each property reflects the spirit of its surroundings, brought to life through signature hospitality and genuine warmth.

### Intern - Administration

- Diploma or a Degree in Business Administration, Management, or a related field from a recognized institution.
- Basic exposure or internship experience in administrative or office coordination roles will be an added advantage.
- Good understanding of office administration, documentation handling, and general administrative procedures.
- Strong communication and interpersonal skills to coordinate effectively with internal and external stakeholders.
- Proficiency in MS Office applications, email correspondence, and basic reporting.