

Hayleys Group is amongst Sri Lanka's largest, and most respected diversified conglomerates with a turnover in excess of USD 1 Billion. To explore the World of Hayleys, visit us at: www.hayleys.com

The Kingsbury

The Kingsbury PLC is a member of the Leisure sector of the Hayleys Group located in the heart of Colombo. Being recognized and awarded the Best Luxury Business Hotel in the Indian Ocean, we provide career opportunities for candidates who are passionate about experiencing a successful career path in the field of hospitality.

Receptionist

We are seeking a friendly, professional, and customer-focused Receptionist to join our Front Office team. The successful candidate will be the first point of contact for guests and visitors and will play a key role in delivering exceptional service and creating a positive first impression.

Key Responsibilities:

- Welcome and assist guests in a warm, courteous, and professional manner
- Handle check-ins, check-outs, and guest inquiries efficiently
- Answer and direct telephone calls and emails accurately
- Coordinate with internal departments to ensure smooth guest experiences
- Maintain the reception area in a neat and presentable manner
- Handle administrative and front desk-related duties as required
- Ensure adherence to hotel service standards and procedures

Candidate Profile:

- Previous experience in a similar role in a hotel environment will be an advantage
- Excellent communication and interpersonal skills
- Pleasant personality with a strong customer service orientation
- Good command of English (additional languages will be an advantage)
- Ability to multitask and work under pressure
- Willingness to work flexible hours on a roster basis

Should you have what it takes to be successful in this challenging role, please apply via email to careers@thekingsburyhotel.com indicating the position applied for in the subject line of the email.

Hayleys is an Equal Opportunity Employer.

