



With over 15 hotels and resorts under the brands Heritance, Adaaran, Turyaa and Aitken Spence Hotels & Resorts – Aitken Spence Hotels has presence in Sri Lanka, the Maldives, Oman, and India. We require a dynamic, result oriented, and highly motivated individual to be a part of the Spensonian family.

Receptionist (Rainforest Ecolodge, Deniyaya)

The ideal candidate should possess the GCE A/L qualification in any stream. Any additional academic/professional qualifications in Hospitality Management/Tourism/Customer Service/Business Administration and 1 year's work experience in Hospitality/Eco-Tourism/Front Office will be considered added advantages. Communication, customer service, problem solving, and organizational skills are key attributes and competencies sought.

Main duties and responsibilities include:

- Welcoming guests and providing a warm, professional first impression
- Handling guest check-ins and check-outs efficiently
- Managing reservations inquiries and room allocations
- Attending to guest requests, concerns, and feedback promptly and courteously
- Coordinating with housekeeping and other departments to ensure a smooth guest experience
- Handling basic administrative tasks, documentation, and telephone communication

Apply via Topjobs or email your curriculum vitae to careers@aitkenspence.lk together with the names of three non-related referees. Indicate the position applied for, the company name, and the **job code 25117R1125** on the subject line of the email when sending your CV. Only short-listed candidates will be notified.