

WE ARE HIRING!

The Grand Hotel Nuwara Eliya, being the first to be accredited with the “Heritage Grand” classification by the Sri Lanka Tourism with a proud legacy of 134 years is in pursuit for the best talents in the country to enhance the glamour of the Grand Crown to continue its journey for another century ahead with Pride.

Post of Cashier

Do you have a passion for accuracy, an eye for detail, and a commitment to delivering excellent guest service? The Grand Hotel, synonymous with luxury and elegance, is currently seeking a dedicated Outlet Cashier to play a vital role in ensuring smooth and efficient financial transactions within our food and beverage outlets.

Key Responsibilities

- Accurately process guest payments including cash, credit cards, room charges, and vouchers
- Post all transactions correctly in the PMS/POS systems (OPERA & MICROS Symphony)
- Balance cash floats and prepare daily revenue reports
- Ensure all bills are properly verified and authorized before settlement
- Handle guest inquiries related to billing in a courteous and professional manner
- Coordinate with Front Office, Food & Beverage, and Finance departments for smooth operations
- Maintain strict compliance with hotel financial controls and audit procedures
- Safeguard cash, receipts, and confidential financial information
- Report any discrepancies or irregularities immediately to Finance/Management

Qualifications & Requirements

- Minimum G.C.E. A/L or equivalent (Diploma in Hotel Management/Finance will be an advantage)
- 1–3 years’ experience as a cashier in a reputed or star-class hotel environment
- Sound knowledge of hotel billing procedures and revenue control
- Working knowledge of OPERA PMS and MICROS Symphony POS will be a strong advantage
- Good numerical skills with high attention to detail
- Basic computer literacy (MS Excel, Word, email)
- Good communication skills in English and Sinhala
- Ability to work shifts, weekends, and public holidays
- Honest, reliable, and able to work under pressure

BENEFITS APPLICABLE TO ABOVE POST

An attractive Salary with Service Charge, Accommodation, Duty Meals and Welfare Benefits

Join our team at Grand Hotel and be part of a dynamic and rewarding work environment where your contributions are valued and recognized. To apply, please submit your resume and cover letter outlining your qualifications and relevant experience within 07 days giving 02 non-related referees, contact telephone numbers with a passport size Photograph embedded in the CV to;

E-mail - cced@grandhotel.lk Tel. 052 2222881-6