



# WE ARE HIRING!

## Araliya Green Hills Hotel - Nuwara Eliya

Araliya Green Hills Hotel is a charmer that welcomes you with warm hospitality in the midst of the cool climate of Nuwara Eliya. In addition to the beauty of the Nuwara Eliya landscape, this modern and the artistic hotel have 160 rooms that range from Deluxe, Super Deluxe, Presidential Suite and a Royal Suite.

We required to fill the following positions with dynamic & efficient candidates in the Hospitality industry with administrative experience, exceptional leadership qualities and the ability to drive towards company goals.

### OPERATIONS MANAGER

The Operations Manager would be the immediate deputy to the General Manager and should be able to provide effective leadership to the team and his un-stinted support to the General Manager and the owning company by the culmination of his exemplary leadership qualities, knowledge/ skills and people development abilities.

- Ideal candidates should have not less than 03 years of experience in a similar capacity or a head of a department in a 03 or 04 star class hotel.
- Age below 45 years.
- Preference will be given to those who possess a Degree/ Diploma in hospitality management or similar qualification from a reputed hotel school.

### FRONT OFFICE MANAGER

#### **DUTIES AND RESPONSIBILITIES:**

- Supporting, training and supervising front office staff.
- Ensuring that all customer-related tasks are handled accurately and on time to improve guests experience.
- Handling customer complaints and special requests.
- Scheduling staff shifts and managing other HR-related tasks.
- Maintaining an orderly appearance throughout the reception area.
- Monitoring stock and ordering office supplies, including stationery and information leaflets.
- Preparing monthly management reports on customer feedback, bookings and cancellations.
- Managing the department budget.
- Updating files and records.
- Enforcing all cash-handling, checking and credit procedures.

#### **PROFILE SPECIFICATIONS:**

- A minimum 02 years of experience in a similar capacity in a star-class hotel.
- Age below 45 years.
- Preference will be given to those who possess a Degree/ Diploma in Hospitality Management or similar qualifications from a reputed hotel school.
- Great interpersonal and communication skills.
- Excellent problem-solving skills.
- The ability to remain positive and focused in a fast-paced environment.

### ASSISTANT FRONT OFFICE MANAGER

#### **DUTIES AND RESPONSIBILITIES:**

- Supporting, training and supervising front office staff.
- Ensuring that all customer-related tasks are handled accurately and on time to improve guests experience.
- Handling customer complaints and special requests.
- Scheduling staff shifts and managing other HR-related tasks.
- Maintaining an orderly appearance throughout the reception area.
- Monitoring stock and ordering office supplies, including stationery and information leaflets.
- Preparing monthly management reports on customer feedback, bookings and cancellations.
- Managing the department budget.
- Updating files and records.
- Enforcing all cash-handling, checking and credit procedures.

#### **PROFILE SPECIFICATIONS:**

- A minimum 02 years of experience in a similar capacity in a star-class hotel.
- Age below 45 years.
- Preference will be given to those who possess a Degree/ Diploma in Hospitality Management or similar qualifications from a reputed hotel school.
- Great interpersonal and communication skills.
- Excellent problem-solving skills.
- The ability to remain positive and focused in a fast-paced environment.

### EXECUTIVE CHEF

Executive Chef bears overall responsibility for day to day operations in the kitchen & responsible for all food production including that used for restaurants, banquet functions and other outlets. Selected candidates should schedule and coordinate the work of chefs, cooks and other kitchen employees to ensure that food preparation is economical and technically correct and within budgeted labor cost goals.

#### **DUTIES AND RESPONSIBILITIES:**

- The ability to manage in a diverse environment with a focus on client and customer services is essential to success in this role.
- Previous experience with controlling food and labour costs, demonstration cooking, menu development and development of culinary team preferred.
- Knowledge of Western, Eastern, Arabic, Chinese, Japanese and Thai cuisine with modern culinary skills.
- Should oversee special catering events and may also offer culinary instruction and or demonstrate culinary techniques.
- Train and manage kitchen personnel and supervise/ coordinate all related culinary activities.

#### **PROFILE SPECIFICATIONS:**

- The ideal candidate will possess a related culinary Degree or Diploma with 05 years or more years of industry and culinary management experience.
- Have a proven track record.
- Absolute integrity and good work related references.
- Age below 45 years of age with professional attitudes.