WE ARE HIRING

IT EXECUTIVE

GALLE FACE GROUP

We are seeking a skilled **IT Executive** to manage and support the IT infrastructure across our hotels and head office. Responsibilities include ERP system administration, hardware and software setup, network and CCTV troubleshooting, user support, and vendor coordination. The ideal candidate will have a strong technical background, be willing to travel to remote sites, and be available for emergency support during weekends and nights.

Key Responsibilities:

- IT infrastructure administration of hotels & head office locations within the group.
- Various ERP system administration.
- Install and configure hardware, operating systems & software systems.
- Setup user accounts and access controls.
- Hardware troubleshooting & repairing.
- Network, Wi-Fi, CCTV, PABX troubleshooting.
- Remote user support.
- Maintain IT hardware inventory.
- Vendor relationship management with all key vendors to ensure obtaining the highest standards of service.

Qualifications:

- Higher diploma in IT or equivalent professional qualification.
- Minimum of 3 years' experience in similar capacity.
- Familiar with LAN/WAN/VPN networking infrastructure.
- Knowledge of system security, data backup & recovery.
- Knowledge of Desktop, laptop, POS, printer hardware troubleshooting & repairing.
- Ability to travel remote hotel & office locations across the country.
- Ability to attend for emergency issues on Saturday, Sunday & night-time..

Location: Head Office, Col 02.

If you're ready to take the next step in your hospitality career, we'd love to hear from you!
Join Galle Face Group and be part of a team that creates unforgettable guest experiences.

Please mention the vacancy you are interested in as the subject of your email

Send your CV
careers@ceylonhotels.net