

HOTEL VACANCIES



**SOUTHBEACH**

WELIGAMA • SRI LANKA

We are looking for an

## **Executive Assistant to General Manager**

We are looking for a proactive and highly organised Executive Assistant to the General Manager to provide administrative and operational support. The role involves managing schedules, coordinating meetings, handling confidential communication, and assisting in the execution of key projects and reports.

Candidates should have prior experience in a similar role, preferably in the hospitality industry. Strong organisational, communication, and multitasking skills are essential, along with proficiency in MS Office and a professional demeanor. A diploma or degree in Business Administration or Hospitality Management is preferred.

Employee benefits include attractive salary, service charge and medical insurance.

E-mail your resume to [hr@southbeach-weligama.com](mailto:hr@southbeach-weligama.com) specifying the position.

Only selected candidates will be notified.

[www.southbeachweligama.com](http://www.southbeachweligama.com)