



CAROLINA BEACH RESORT  
CHILAW, SRI LANKA

# WE ARE HIRING!

JOIN OUR TEAM!

## FRONT OFFICE EXECUTIVE

### RESPONSIBILITIES

- Greet and assist visitors and clients in a professional manner
- Manage phone calls and correspondence (emails, letters, packages)
- Handle reservations, appointments, and scheduling
- Maintain the front desk and reception area in an orderly fashion
- Coordinate with internal departments to ensure smooth operations
- Assist with administrative tasks such as filing, data entry, and document management
- Address and resolve customer inquiries and complaints

### REQUIREMENTS

- **Proven experience as a front office executive or in a similar role (Minimum 3 Years)**
- Proficiency in office management software
- Strong communication and interpersonal skills
- Excellent organizational and multitasking abilities
- Customer service orientation
- Attention to detail and problem-solving skills

Send your CV and portfolio to:

 [hr@carolinabeachhotel.lk](mailto:hr@carolinabeachhotel.lk)

For more information, visit our web at

 [www.carolinabeachhotel.lk](http://www.carolinabeachhotel.lk)