

VACANCY

# Childcare Assistant

## (Kids Play Area)



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

### Who we are...

Havelock City (Pvt) Ltd (HCL) is a fully owned subsidiary of Overseas Realty (Ceylon) PLC, Owner, Developer and Manager of the World Trade Center, Colombo and Havelock City, a premier mixed use development project.

The newly opened Havelock City Mall developed by HCL is situated at the doorstep of Havelock City. Spanning over 200,000 sqft., Havelock City Mall is Colombo's premier lifestyle mall offering unparalleled range of shopping, entertainment, and dining options.

You could be a part of this prestigious Organization if you have what it takes.

### The Job...

- Responsible for the supervision and care of children's visiting the play area.
- Interacting, playing and storytelling activities with children's.
- Interacting and assisting the kids & parents visiting the play area.
- Assisting in events and activities of the play area.
- Maintain a clean and hygienic play area.
- Managing of play area reception and server counter.

- Enforcing and maintaining hygiene and safety standards of the play area.
- Customer service and complaint handling of the play area and reporting of incidents to management.
- Compiling, recording and maintenance of the play area directory.
- Cash handling and play area inventory maintenance.
- Assist in any other assignments or projects as and when required by the Head of Department.

### The Person...

- Prior experience in working in a childcare center (Montessori / Pre-school/ Daycare)
- Ability to interact freely with children of all ages including toddlers
- Ability to converse in English
- Special knowledge in First Aid
- Able to work on rotating shifts and willing to work on weekends and public holidays
- Female candidates below 50 years of age with a pleasant appearance and energetics personality.

Please forward your comprehensive resume with a recent photograph along with the names and contact details of two non-related referees to the address below within 10 days of this advertisement. You are requested to mention the position applied for, on the top left corner of the envelope or in the subject line of the email.

**HavelockCity**  
A CITY WITHIN A CITY

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