



WE ARE HIRING

Receptionist - *Ahu Bay*

Showcasing the best of Sri Lanka, **Resplendent Ceylon** offers a complete 'tea, sea and safari' experience across its trio of Relais & Châteaux properties: Ceylon Tea Trails, Wild Coast Tented Lodge and Cape Weligama. Reverie is our new collection of small, laid-back properties in idyllic parts of Sri Lanka, starting with two beachside resorts Ahu Bay and wellness focused Kayaam House.

The Role

We are seeking a Receptionist to be the face of Ahu Bay, delivering warm welcomes and personalized guest experiences. This role is perfect for someone who thrives on hospitality, enjoys creating memorable moments and has a keen eye for detail.

As the first point of contact, you will handle front desk operations, assist with guest requests and provide expert recommendations to enhance their stay. From arranging special experiences to ensuring smooth departures, you will play a key role in shaping the guest journey.

Your Profile

- 3+ years of experience as a Receptionist, Concierge or Guest Relations Associate in a luxury hotel or resort.
- Deep understanding of luxury guest expectations, with expertise in personalized service and high-end hospitality.
- Proficiency in front desk systems and familiarity with hospitality technology.
- Expertise in handling reservations, guest requests and concierge services to enhance the overall experience.
- Skilled in guest relations, complaint resolution and coordination with departments to ensure seamless service.

*We invite you to be inspired by our brand and our attitude towards service.
Email your CV as a PDF to careers@resplendentceylon.com*