



LANKA PRINCESS

AYURVEDA HOTEL SRI LANKA

Since 20 years, the Hotel Lanka Princess offers superior quality and comfort for a health conscious holiday. Guests of the hotel awaits a revitalising mixture of healthy food, soothing massages, herbal-bathes, Yoga and Meditation. Harmony of body and soul – this is the Ayurveda Hotel Lanka Princess.

We are immediately looking for a

Personal Assistant

Your duties

- Support the GM in administrative and organisational tasks
- Professional interface with internal and external counter parts
- Draw up offers and processing direct bookings of our guests.
- Handle wishes and requests of guests before-, during and after their stay in the hotel
- Coordinate the area of social media
- Booking tests and edit text and picture content on online platforms
- Normal secretarial work like telephone, coordinating appointments, office administration
- Proficient correspondence with business partners and guests
- Quality management for workflow, standards, deadlines, documentation in the secretariat
- Prepare presentations, advertisements and texts for newsletter
- Prepare and coordinate statistics and reporting systems
- Prepare and follow up meetings
- Assist with projects
- Receive visitors and look after guests

Technical skills

- Competent knowledge and use of MS-Office (Word, Excel, Powerpoint, Outlook)
- High skills and inclination to work with Internet

Languages

- **Excellent written and spoken German and English**

Your Profile

- Experience with secretarial work or assistant-ship, preferably in the hospitality-, tourism- or marketing sector
- Independent, structured and reliable working method
- Flexibility and ability to work under stress
- Good communication skills and marked service orientation
- Self-confidence and pleasant demeanour
- Discrete and trustworthy

Are you interested? We are looking forward to receive your comprehensive application. Please apply electronically under application@lankaprincess.com and mention your possible start date.