



SHANGRI-LA
COLOMBO

EXPERIENCE NEW CAREER HORIZONS

Join us in offering memorable experiences that will create colourful moments of joy for our guests as you take your career to new heights at the pioneer of Asian hospitality.

We are hiring - Assistant Manager Events

Shangri-La Colombo is a tropical sanctuary overlooking the Indian Ocean located in the heart of the business district of Colombo with direct access to the most extensive international shopping mall in Sri Lanka; Shangri-La's own One Galle Face Mall. The hotel offers the finest accommodation in Colombo, an exciting new dining and social scene and the most versatile events spaces in Sri Lanka including our signature Shangri-La Ballroom - the largest pillar-less ballroom in the region.

Responsibilities:

- Handle logistics arrangement for confirmed events and groups with / without events with organizers in a proactive manner
- Liaise with event / group organizers on finalizing details and give professional advice on rooming list, set-ups and planning of events
- Ensure effective communication with clients and internal departments
- Maintain close co-ordination with respective departments on organizers' requirements and last-minute event requirements
- Manage guests' and organizers' satisfaction
- Oversee the operation of banquet functions and works closely with various departments to ensure quality service is delivered to our clients at all times
- Ensure account postings are correctly done and review bills with organizers on a daily basis
- Maintain close communication with Events Sales Manager during the process

Requirements:

- Degree holder in Hotel / Hospitality Management, Events Management or relevant discipline
- Minimum of 2 years related experience in a similar capacity
- Excellent communication and interpersonal skills and can work independently under pressure
- Good knowledge of market trend research and intelligence
- Good command of spoken and written in English (Hindi, Chinese is an added bonus)
- Have the ability to create genuine and long-lasting relationships with customers and suppliers

E-mail us your CV with two non-related referees to recruitment.slcb@shangri-la.com, with the subject **"Sales & Marketing Vacancies "**, before 15 August 2023