

BMICH

**SWRD BANDARANAIKE NATIONAL MEMORIAL FOUNDATION
THE OWNER AND MANAGEMENT ARM OF THE
BMICH INVITE APPLICATIONS FOR THE BELOW POSITION**

MANAGER HOUSEKEEPING & EVENT OPERATIONS

Manager Housekeeping and Event Operations will be responsible for Housekeeping Management and Event Operations of the 22 indoor & 10 outdoor venues which includes productive & cost effective staff management, maintenance & cleanliness of all venues matching to international standards and coordination with Business Development / Reservations & Engineering Departments for effective service delivery.

RESPONSIBILITIES

- Ensure adherence with Housekeeping / Event Operations Standard Operating Procedures (SOP's).
- Preparation of annual Housekeeping / Event Operations Business Plan & Budget.
- Maintaining par stocks of linen, staff uniforms, guest & cleaning supplies.
- Organizing inventories with finance and general stores for fixed assets and other required procurement.
- Establish and implement cost effective weekly and monthly staff duty rosters, based on venue occupancy for the period.
- In coordination with Human Resources department, plan and implement the annual staff training plan.

EDUCATIONAL QUALIFICATIONS & EXPERIENCE

Should possess full qualification in Hotel Management & Operations with specialization in Hotel Housekeeping preferably from SLITHM or from a recognized institution in Sri Lanka or abroad with minimum of five years relevant post qualification work experience in executive or managerial roles in the hospitality industry.

Significant preference will be given to candidates possessing employment exposure in Convention, Events and Expositions (MICE) hosting environments abroad.

AGE BAND & ATTRIBUTES

- Age band: 30 to 45 years
- Excellent communication, analytical, presentation & interpersonal skills
- Good knowledge of Microsoft Word, Excel & PowerPoint
- Meticulous attention to detail & planning

REMUNERATION

An attractive remuneration plan inclusive of other fringe benefits is on offer for the selected candidate, and the rewards are performance driven.

HOW TO APPLY FOR ABOVE POSITION

Send us your latest curriculum vitae within 14 days of this advertisement to careers@bmich.com
Only shortlisted candidates will be invited for interview and the selection process is merit based



The Century International
Quality ERA Award
Gold - Geneva | Platinum - Paris



BWIO
Platinum Award



South Asian Travel Award
Leading Meeting & Convention Centre



Sri Lanka Tourism Awards
The Best MICE Venue