



WE ARE 
HIRING!

Admin Executive

Deadline: 6th of April 2026

JOB PROFILE

- Bachelor's degree or Higher National Diploma in business management, business administration , or a related subject area from recognized university .
- A minimum of 1-2 years of experience in the relevant field.
- The Admin Executive is responsible for providing administrative support including license, asset, and SIM management while maintaining accurate records and documentation.

Please send your CV to
careers@colombolotustower.lk

 **CONTACTS**

0112108300/ 0743905578



WE ARE 
HIRING!

JOB PROFILE

- Diploma in Hospitality Management, Tourism Management, Business Administration or Business Management and Advanced Level with 3 subjects, or a related to the subject area from a university or institute.
- Minimum of 01 years of experience in the relevant field.
- The Ticketing Supervisor is responsible for continuously monitoring the counter staff and ensuring the smooth functioning of the section while adhering to company policies and procedures.

TICKETING SUPERVISOR

Deadline: 6th of April 2026

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CONTACTS

0112108300/ 0743905578



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Operation Executive

Deadline: 6th of April 2026

JOB PROFILE

- Bachelor's degree or Higher National Diploma in business management, business administration, hospitality management or a related subject area from recognized university .
- A minimum of 1-2 years of experience in the relevant field.
- The Operation Executive is responsible for assistant operations manager in handling all daily operations related work and Supervise all the customer contact points of the organization including, ticketing and guest relations.

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GUEST RELATIONS OFFICER

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JOB PROFILE

- Diploma/ Certificate Course in Hospitality Management, Business Management or Business Administration and Advanced Level with 3 subjects.
- Minimum of 01 years of experience in the relevant field.
- The Guest Relations Officer is responsible for supporting the routine operations of the front desk and ensuring the smooth delivery of guest services in accordance with departmental standards and procedures.

 **CONTACTS**

0112108300/ 0743905578



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TICKETING OFFICER

Deadline: 6th of April 2026

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JOB PROFILE

- Diploma/ Certificate Course in Hospitality Management, Business Management or Business Administration and Advanced Level with 3 subjects.
- Minimum of 01 years of experience in the relevant field.
- The Ticketing Officer is responsible for continuously monitoring, issuing, checking, and confirming tickets while ensuring the smooth functioning of the section.

 **CONTACTS**

0112108300/ 0743905578