

## *Assistant Manager, Learning & Development*

We currently have an exciting opportunity for an **Assistant Manager, Learning & Development** to join Cinnamon Hotels & Resorts. Cinnamon Hotels & Resorts is Sri Lanka's largest Hotel owner, with a portfolio of 15 Hotels and Resorts in both Sri Lanka and the Maldives. Furthermore, the much-anticipated US\$1 Billion - Cinnamon Life Integrated Resort is added to its portfolio, will be opening soon. Cinnamon Hotels & Resorts is a member of John Keells Holdings PLC, one of the largest listed Conglomerates in Sri Lanka.

Reporting to the Vice President, Learning & Development, **The Assistant Manager, Learning & Development** will develop and execute strategies to inculcate online learning culture across Cinnamon Hotels & Resorts. You will ensure full functionality of the Learning Management System and be responsible for the operational performance of the Learning Management System and maintaining lowest downtime based on the established Service Level Agreements. This role will administrate the Cinnamon Online Academy platform, including onboarding & offboarding new users, updating of content, updating of reports and administration of the discussion forum and library content, whilst ensuring new feature additions and updates are carried out on time. Furthermore, you will conduct periodic Training Need Analysis in consultation with the VP, L&D and Functional Heads and develop Annual, Quarterly and Monthly training plans across Cinnamon Hotels & Resorts.

Are you familiar with traditional and modern training methods? Do you enjoy a variety of tasks in a fast-track environment? Are you highly organized and able to use organizational tools to track multiple tasks? Do you have Excellent communication and presentation skills? Do you have at least three years in a similar role? If this is you, we would love to hear from you, and you could be the next member of our dynamic Cinnamon Hotels & Resorts family!

Interested applicant may email their resumes to [careers@cinnamonhotels.com](mailto:careers@cinnamonhotels.com)

*Your great journey starts here!*



**oneJKH**

The John Keells Group is an equal opportunity employer and we invite applications from suitably qualified individuals to join our Team

**Cinnamon**  
HOTELS & RESORTS

[www.cinnamonhotels.com/careers](http://www.cinnamonhotels.com/careers)