



NOW HIRING (FEMALE)

Front office Assistant

Requirements:

- Excellent communication skills are must.
- Good Customer service.
- Familiarity with Microsoft Office environment.
- Fluency in written and spoken English and Sinhala
- Pleasant and accommodating personality
- Strong self-motivation and ability to work as a team member
- Ability to communicate effectively in person, by telephone, and in writing.
- Well organized, details oriented and capable of multi-tasking.
- According to the requirement, perform other clerical, administrative and secretarial work such as typing letter/Documents, filling correspondence, handling customer booking, E mailing, faxing ect.
- Should be an age between 20 - 25
- Preferably living close to the Biyagama

Please email or call to set up an interview.

alugreat.hr@gmail.com

0706717110

Alu Great Engineering(pvt)Ltd

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