

WE ARE HIRING!

Be The Face of a Financial Industry Giant

Immediate Vacancy for a Receptionist

The Role

We are on the lookout for an outstanding individual to fill this vital role in our corporate office. The selected candidate will be expected to be customer focused, energetic, methodical and a self-motivated capable individual who would be responsible of running a productive Reception while managing walk-in customers and incoming telephone calls.

The Profile

- An excellent command of English both written and spoken; other relevant languages will be considered as a plus
- PR and communication skills with a pleasant personality is mandatory
- Minimum of 1 to 2 years of experience in similar capacity is a must
- Experience in the leisure sector experience would be an added advantage
- Excellent organization skills with capacity to work in a multi disciplinary and multi cultural team
- Computer literate and proficiency in use of MS Office applications and MS Outlook

If you believe you are the right candidate for the above post, forward your complete resume quoting the position with contact details of two non-related referees to reach us before the 16th July 2021. should be forwarded to careers@clc.lk (Mention the post you're applying on the subject line).



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