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**ROOFMART GROUP OF COMPANIES**

**OPEN POSITION**

## Front Office Assistant/Executive

### Duties & Responsibilities

- Serves visitors by greeting, welcoming, directing and announcing them appropriately
- Handling walk-in customers, dealers & visitors
- Identify and assess customers' needs to achieve satisfaction
- Handle customer inquiries, provide appropriate solutions & alternatives within the time limits, follow up to ensure resolution
- Any other work assigned within the scope of work

### Requirements

- Diploma/Certificate in Marketing / Business Management in recognized University/Institute
- Minimum 1 year experience in similar capacity
- Competent in MS Office
- Excellent communication skills & presentation skills in English & Sinhala
- Living in close proximity to Kurunegala & Padukka are preferred
- Age below 28 years

Manager- Human Resources  
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Send your CV contact details of Two  
non-related referees and passport  
size photograph to

[careers@roofmartlk.com](mailto:careers@roofmartlk.com)

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