

BUILD YOUR CAREER WITH US!

Sarvodaya Development Finance PLC is the first development finance company in Sri Lanka. We are committed to provide financial solutions for the development of the most needed rural communities of the nation and committed to provide finance solutions to domestic industries, SMEs and Agricultural sector through our 51 branches spread over the island covering all districts.

The following position is created for a dynamic, result oriented, proactive individual with proven track records who wishes to join with our growing workforce.



RECEPTIONIST

Job Role

- Attend to all visitors inquires at the reception.
- Direct visitors by maintaining employees and department directories; giving instructions.
- Handling all incoming and outgoing telephone calls and walk in visitors in a professional courteous manner.

Qualifications and Experience Required

- Should be dynamic female age below 35 years
- Passed G.C.E A/L
- Minimum of 1-2 years' experience in a similar capacity
- Good Computer Literacy and MS Office package knowledge would be an added advantage
- Communication skills in both Sinhala and English language
- Knowledge of Tamil would be an added qualification
- Should possess positive attitudes
- Ability to work independently
- School leavers are also encouraged to apply

Attractive remuneration will offer based on the skills and qualifications

How to Apply

Interested qualified candidates should send their Curriculum Vitae together with the names, addresses and contact numbers of two non-related referees via careers@sdf.lk on or before **09th June 2023**



Head of Human Resources

Sarvodaya Development Finance PLC

No.155A, Dr.Danister De Silva Mawatha, Colombo 08

Tel: 011-5444666