

**BUILDING BONDS,
ONE SMILE
AT A TIME**

**CUSTOMER
RELATIONSHIP
OFFICER NEEDED!**



Are you ready to be the friendly face of our company? We are seeking a versatile individual to join us as a receptionist cum customer relationship officer. In this role, you will be the first point of contact for our clients, providing exceptional reception services while also fostering positive relationships and addressing customer inquiries at our newly opened office at Maya Avenue, Colombo 06.

About the Role

As a Customer Relationship Officer, you will be the welcoming face of our company, fostering positive relationships with our valued clients.

Your responsibilities will include

Greeting and assisting customers with inquiries, ensuring a warm and inviting atmosphere.
Handling customer complaints and resolving issues promptly and courteously.
Building strong rapport with clients to understand their needs and provide personalized solutions.
Maintaining accurate records of customer interactions and transactions.

What We Offer

A welcoming and vibrant work environment in our newly opened office.
Opportunities for career growth and professional development, including comprehensive training programs.
Competitive salary and benefits package.
Supportive team culture focused on collaboration and success.

Requirements

Excellent communication skills in English are required, and proficiency in Sinhala and Tamil would be advantageous.
Excellent interpersonal skills.
Strong problem-solving abilities and customer service orientation.
Previous experience in a customer-facing role is preferred.
Age between 20 - 35 years
Ability to thrive in a fast-paced environment and adapt to changing priorities.

If you're ready to embark on a rewarding journey as a Customer Relationship Officer, we invite you to join our team!

Let's soar together as we welcome our clients with open arms and ensure their experience with us is nothing short of exceptional!

Send your resume and cover letter with the position in the subject line to:



hrm@lakmee.lk



070 2 444 600



Lakmee Exports Lanka Company Ltd.

Colombo Office: No 115, Maya Avenue, Colombo 06.

www.lakmee.lk

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