



COMMITMENT TO
CARING
AND
CURING

Receptionist – Mammogram Counter

We are in search of a passionate and energetic candidate to fill the position of Receptionist in the OPD. Job role requires to receive visitors at your front desk by greeting and welcoming, directing visitors and documentation & record maintenance. The candidate should also be capable of handling bookings for channeling, scans and managing cancellations of visiting consultant.

Ideal Candidate should have the following:

- Have passed G.C.E Advance Level Examination.
- Having prior experience of at least 1 year, as a receptionist would be advantageous.
- Possess good level of communication skills both in Sinhala & English Languages.
- Be computer literate.
- Have a pleasing personality and willingness to work for extended hours.

Please forward your resume along with the address and contact numbers of 2 non – related referees and a passport size photograph. Write the position for which you are applying on the top left-hand corner of the envelope or in the subject line of the e-mail.



**LANKA
HOSPITALS**

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Organization Accredited
by Joint Commission International

Group Chief Human Resources Officer

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