



FRONT OFFICE COORDINATOR

Come and join with the Prominent leader in the
entertainment industry

RESPONSIBILITIES

- Serve visitors by greeting, Welcoming and directing them appropriately.
- Answer and assist all incoming telephone calls through the general line.
- Attend the emails and telephone messages in a timely manner.
- Attend to general Administrative tasks and other documentation related duties assigned.
- Prepare and maintain reports on inquiries and provide management information.
- Maintain the front office area.

REQUIREMENTS

- G.C.E (A/L).
- Confident communicator with good communication skills in English and Sinhala. (Tamil would be an added advantage)
- Should have the fluency in MS office.
- Prior experience in a similar position. (Freshers are welcome)
- Age preferably below 35 years.
- Female candidates only.
- Should be well groomed, friendly, presentable, energetic and self motivated with multi-tasking ability to work in a dynamic office environment.

Please forward your detailed Curriculum Vitae with a recent photograph indicating the position on the subject line of the email with two non-Related referees to

No 77, Chatham Street,
Colombo 01.

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careers@leisuresportsholdings.com