

WE ARE HIRING**RECEPTIONIST****NITTAMBUWA**

our client is one of the star class hotels in Sri Lanka.
They are looking for a energetic, result-oriented individual with
work experience to join their team

Requirements

- Age between 25 - 40
- Possess O/L and A/L qualifications
- Demonstrate proficiency in Microsoft Office applications, including Word, Excel, and Outlook
- Fluency in English
- Previous experience in customer service is a plus
- Ability to multitask and prioritize tasks effectively
- Maintain a well-groomed and professional appearance at all times

Responsibilities

- Greet and welcome guests in a friendly and professional manner
- Assist guests with inquiries, provide information, and ensure a positive experience
- Manage and update social media profiles to enhance the company's online presence
- Respond to inquiries and engage with followers to promote a positive image
- Answer and manage incoming phone calls from customers and clients
- Take detailed messages and redirect calls to the appropriate personnel
- Collaborate with colleagues to ensure smooth office operations
- Communicate effectively with both internal team members and external clients

Accomadations are providing

6 days off for a month

Shift Basis

Send your cv to jobs@smartquestconsult.com**SMART QUEST PVT LTD**www.smartquestconsult.com

077 443 9841 | 070 320 5794 | 077 764 9888

070 320 5794 | 077 764 9888