

# We are looking for an Receptionist



## Nations Building Society Limited (NBSL)

Nations Building Society (NBSL) is a trusted financial institution dedicated to providing innovative solutions and exceptional service to our clients. With a focus on integrity and excellence, we aim to empower individuals and businesses to achieve their financial goals.

### Key Responsibilities

- Greet and welcome guests as soon as they arrive at the office
- Direct visitors to the appropriate person and office
- Answer, screen, and forward incoming phone calls
- Ensure the reception area is tidy and presentable
- Provide basic and accurate information in person and via phone/email
- Receive, sort, and distribute daily mail/deliveries
- Perform other clerical receptionist duties such as filing, photocopying, transcribing, and faxing

### Requirements

- Proven work experience as a Receptionist, Front Office Representative, or similar role
- Proficiency in Microsoft Office Suite
- Professional attitude and appearance
- Solid written and verbal communication skills
- Ability to be resourceful and proactive when issues arise
- Excellent organizational skills
- Multitasking and time-management skills, with the ability to prioritize tasks
- Minimum one year experience in a similar capacity
- Age Limit: 20-28 years

### Language Skills

- Fluent in English

### How To Apply

If you are ready to take on this exciting opportunity and meet the requirements outlined above, please email your resume with the subject line **Receptionist** to [hr@fli.lk](mailto:hr@fli.lk)

Join Nations Building Society (NBSL) and be a part of our mission to drive financial success and empower our clients. We look forward to welcoming you to our team!

**LOCATION- Nation Building Society Limited(NBSL), No. 101, Galle Road Colombo 04**