

# Great Place Great People



**BEST FINANCE COMPANY**



## Head Office

### Receptionists

- Minimum 3 years of work experience as a Receptionist, Front Office Representative or similar role
- Pleasing personality and positive attitude towards customer service
- Solid written and verbal communication skills in English
- Excellent organizational skills
- Multitasking and time-management skills, with the ability to prioritize tasks
- Preferably age below 30 years

Vallibel Finance is  
among the top 100  
financial institutions  
in Sri Lanka



Assistant General Manager - HR  
Vallibel Finance PLC., No. 310, Galle Road, Colombo 03.  
[careers@vallibelfinance.com](mailto:careers@vallibelfinance.com)

**Great  
Place  
To  
Work®**

**Certified**  
APR 2020-MAR 2021  
LKA

[www.vallibelfinance.com](http://www.vallibelfinance.com)



 **vallibel** Finance