



Apply Today!

RECEPTIONIST

“SDB Bank, a licensed specialized bank regulated by the Central Bank of Sri Lanka with a network of 94 branches across the island. We've transformed into a progressive and innovative institution, ranked among the top banks in Sri Lanka. At SDB Bank, we are committed to making a tangible impact at all levels, driving socio-economic progress by fostering strong community connections. Become part of our journey and contribute to shaping a brighter future for Sri Lanka.”

Join Our Team as a Receptionist: Your Gateway to Exceptional Service!

SDB Bank PLC is looking for a Receptionist to employ in the Head Office, Kirulapone under outsourced employment category

JOB FUNCTIONS :

- Greet and assist visitors, ensuring a welcoming and professional atmosphere.
- Answer and direct phone calls promptly and efficiently.
- Manage incoming and outgoing mail and deliveries.
- Maintain the reception area, ensuring it is tidy and presentable.
- Assist with administrative tasks, such as data entry and scheduling appointments.
- Coordinate with HR and Customer Service departments for seamless office operation.

REQUIREMENT :

- G.C.E. (A/L) Qualification with Credit pass for English for G.C.E. (O/L)
- Minimum one-year experience as a Receptionist.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint).
- Excellent communication and interpersonal skills.
- Strong organizational and multitasking abilities.

We offer a competitive remuneration package, inclusive of an attractive incentive scheme tailored to experience, along with comprehensive fringe benefits aligned with industry standards. Ideal candidates can anticipate a rewarding career opportunity with us.

Candidates interested in applying are invited to submit their curriculum vitae within 7 days of this advertisement to careers@sdb.lk, specifying the position in the email subject line. Please note that only shortlisted candidates will be contacted.