



Nawaloka Care
Laboratory

WE ARE HIRING

Front Office Coordinator

 **COLOMBO**
(Nawala)



Responsibilities:

- Handling efficiently all front office related operations.
- Collaborate with various departments to ensure to effective communication and coordination.
- Greet and welcome visitors in a professional and friendly manner.
- Managing incoming calls and direct them to the appropriate department.
- Assist with administrative tasks needed.
- Providing excellent customer service for the customers and visitors.

Candidate Profile:

- Proven work experience as a front office coordinator, receptionist or in a similar role.
- Excellent verbal and written communication skills in English and Sinhala.
- Proficient with office software and equipment.
- Professional attitude and appearance.
- Proactive in identifying issues and finding effective solutions.
- Dependable and punctual with a strong work ethic.
- Applicants aged 20 to 30 years.

The selected candidate will receive a competitive remuneration package on par with industry standards.

If you wish to join our team, send us your updated CV stating the position you are applying for in the subject line of the email or letter along with details of two non-related referees within seven days of this advertisement.

APPLY NOW

076 8268 398 | 074 200 3473

Corporate Head office: No. 161, Nawala Road, Narahenpita, Colombo 05.

careers.labs@nawalokamedicare.com



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Nawaloka Medicare (Pvt.) Ltd.

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- Sri Lanka's fastest growing laboratory chain -
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ON OUR JOURNEY TOWARDS GREATNESS