



RECEPTIONIST CUM ADMINISTRATION ASSOCIATE

Mainframe (Pvt) Limited is a fully owned subsidiary of Sumathi Holdings Pvt Limited, located in Colombo 03. It is a global technology and development company that delivers high-end software product development services globally to meet a spectrum of business needs from small business to large business entities. We are looking for a Creative, Knowledgeable and well-experienced professional who can join our winning team to deliver quality work to our customers.

DUTIES AND RESPONSIBILITIES:

- ◆ Handle the front office - directing all visitors, including vendors, clients, candidates and customers appropriately
- ◆ Screen Incoming calls and direct it to appropriate departments and take accurate and complete messages.
- ◆ Perform other duties as instructed by the HOD which contribute to the effective office management of the company.
- ◆ Develop and maintain a filing system for important and confidential company documents.
- ◆ Schedule and coordinate meetings, appointments
- ◆ Ensure that the front office, workstation area, and meeting room are kept clean and tidy according to standard procedures.
- ◆ Monitor and maintain office supplies inventory and place orders as necessary.
- ◆ Coordinate with vendors, including office maintenance services, to ensure smooth operation.
- ◆ Perform other clerical receptionist duties such as filing, photocopying, etc.
- ◆ Perform all other ad hoc tasks assigned by the line HOD.

THE IDEAL CANDIDATE SHOULD POSSESS:

- ◆ Proven work experience as a Receptionist, Front Office Representative or similar role
- ◆ Proficiency in Microsoft Office applications
- ◆ 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
- ◆ Customer service attitude

The selected candidate can be assured of an attractive and enhanced remuneration package with fringe benefits and a challenging/encouraging working environment.

If you feel you have the required skills and experience for the job, please e-mail your resume to **careers@mainframe.lk** or by post, with names of two non-related referees, enclosing a recent passport size photograph, your contact number and stating the position applied for, on the top left hand corner of the envelope within 14 days from the date of this advertisement addressed to:



Director – Group Chief Human Resources Officer
Sumathi Holdings (Pvt) Limited
No: 491, Galle Road, Colombo 3 .