

JOIN OUR TEAM

AT RICHARD PIERIS FINANCE LIMITED

Receptionist (Head Office)

Are you passionate about Islamic finance and ready to take on a leadership role? We're looking for a dynamic professional to drive the growth of our Sharia-compliant financial products and investment strategies!

What You'll Do:

- Welcome and assist visitors, handling inquiries professionally.
- Manage hotline calls and direct them appropriately.
- Resolve customer complaints efficiently.
- Maintain and update the guest directory.
- Keep the reception area safe, clean, and compliant with company policies.
- Provide support to the team as needed.

What We're Looking For:

- Experience: 1-2 years in a similar role, preferably in a bank or financial institution.
- Education: G.C.E. O/L and A/L completion.
- Client-focused attitude with a professional demeanor.
- Excellent communication skills in Sinhala and English (Tamil is a plus!).
- Strong public relations and computer literacy skills.
- Age: Below 30 years.
- Ability to work independently under pressure.
- Freshers and immediate starters are encouraged to apply!

**APPLY
NOW**

careers@rpcfinance.com

An attractive remuneration package awaits the right candidate. If you are the best fit for this position, send your CV with the job title in the subject heading within 7 days of this advertisement.

Fitch Rating
A [Ika]
outlook stable

