



“YOUR NEXT CAREER BEGINS WITH US”

RECEPTIONIST – COLOMBO

With a legacy of excellence in Sri Lanka’s financial services sector, LB Finance PLC stands as a trusted leader, renowned for its innovation and commitment to customer-centric solutions. Our growing island-wide presence is powered by a team of over 4,500 passionate professionals, all dedicated to driving progress, shaping the future of finance, and constantly embracing new ideas and opportunities.

Our people are at the heart of our business. We believe that the collective knowledge, capabilities, and satisfaction of our employees drive the company’s strategic success. As such, we are committed to attracting, developing, and retaining top talent by offering a unique employee experience with equal opportunities for personal and professional growth.

Step into the spotlight as a Receptionist at LB Finance and become the first impression of our visionary, high-performing team.

REQUIREMENTS

- Handle inbound and outbound calls and direct them to the relevant department.
- Greet and assist walk-in customers, ensuring accurate redirection to appropriate personnel.
- Handle difficult customers with patience and empathy, maintaining professionalism.
- Maintain and update the corporate extension list using MS Excel.
- Provide accurate information to customers regarding company services and products.

What We’re Looking For :

- A successfully completed G.C.E. Advanced Level examination.
- Diploma or Degree from a recognized institution will be an added advantage.
- Previous experience in a front-office, receptionist, or customer-facing role preferred.
- Strong command of English and Sinhala; Tamil is an asset.
- Proficiency in MS Office and telephone systems.