

Browns is one of the largest diversified conglomerates in Sri Lanka, which manages a fast growing and valuable portfolio of brands across several key industry sectors, such as automotive; plantations; leisure; power generation; agriculture; pharmaceuticals; investments; marine and manufacturing. Being in existence for over 150 years, the Company is built upon a strong foundation of strength, driven by a vision and a will to succeed. We are looking for a self-motivated, result-driven individual with a proven track record to join our Browns Group.

Main Responsibilities

- Serves visitors by greeting, welcoming, and directing them appropriately.
- Notifies company personnel of visitor arrival.
- Informs visitors by answering or referring inquiries.
- Directs visitors by maintaining employee and department directories.
- Maintaining an accurate Customer Relationship Management database by entering and updating client information and enquiries.
- Maintains security by following procedures, monitoring logbook, and issuing visitor badges.
- Supports continuity among work teams by documenting and communicating actions, irregularities, and continuing needs.
- Maintain enquiries and complaints
- Contributes to team effort by accomplishing related results as needed.

JOIN
THE DYNAMIC TEAM OF
Browns

Receptionist

Requirements

- Diploma or Higher Diploma
- 1+ years in similar area of experience
- Good understanding of systems and system fundamentals
- Excellent communication skills

- Customer orient approach and ability to interact with customers
- Ability to multi task and adhere to deadlines
- Fluency in spoken and written in English

If you wish to apply for the above post, please forward your CV to us within 7 days of this advertisement.

Apply now!