

JOIN OUR TEAM



Sri Lanka Citizens Co-operative Bank, where we believe in the power of community banking. Established with a vision to empower individuals through co-operative values, Our bank is committed to delivering financial solutions tailored to meet the unique needs of our members / customers.

RECEPTIONIST & FRONT OFFICE COORDINATOR

GAMPAHA

KEY RESPONSIBILITIES

- Greet and assist visitors in a courteous and professional manner.
- Manage incoming calls, emails, and correspondence efficiently.
- Maintain visitor records and ensure the reception area is tidy and presentable.
- Oversee stationery and office inventory, including ordering, stock control, and issuance.
- Maintain good rapport with suppliers and coordinate procurement requirements.
- Provide administrative support to internal departments as required.
- Handle incoming and outgoing mail and courier services.

CANDIDATE’S REQUIREMENT

- Minimum G.C.E. A/L qualification or equivalent.
- At least 1–2 years’ experience in a similar role will be an added advantage.
- Excellent communication and interpersonal skills.
- Proficiency in MS Office applications (Word, Excel, Outlook).
- Strong organizational skills with attention to detail.
- Pleasant personality with a professional appearance and attitude.
- **The applicant should possess permanent residency within Gampaha or suburbs.**

Candidates who have successfully completed an internship in Front Office Coordination / Customer Service are strongly encouraged to apply and build their career in Customer Service / Office Administration through entry-level opportunity.

If you are confident that you meet the above expectations & interested in joining with us, forward your CV to careers@citizensbank.lk, indicating “Receptionist & Front Office Coordinator” in the subject line.

Senior Manager - Human Resources & Administration
No. 176, Castle Street, Colombo 08
web : www.citizensbank.lk



**SRI LANKA CITIZENS
CO-OPERATIVE BANK**

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ICONIC AWARDS 2025
The Best Co-operative Bank