

Come join with our team as
RECEPTIONIST

Skills & Competencies:

- Excellent communication and interpersonal skills
- Good command of English & Sinhala (Tamil is a plus)
- Ability to greet members, handle inquiries, and manage front desk operations
- Basic computer literacy (MS Office, email handling, membership systems)
- Ability to manage cash, issue receipts, and maintain records

Other Requirements:

- Willingness to work roster-based shifts (morning/evening)
- Ability to handle phone calls and maintain cleanliness of the front desk area.

Experience:

- Prior experience in receptionist/front office/customer service roles is an added advantage
- Experience in fitness or hospitality industry is preferred (not mandatory)

Personal Attributes:

- Pleasant personality with a positive attitude
- Good customer-handling skills
- Ability to work under pressure
- Well-organized and punctual
- Team player

Educational Qualifications:

- G.C.E. O/L qualification minimum (A/L passed is an advantage)

Send your CV to heshanih@lyceumglobal.co
or apply via WhatsApp at 077 231 8544