

We Are **Hiring** Join Our Team

RECEPTIONIST

LOCATION: NUGEGODA / TYPE: FULL TIME

Key Responsibilities:

- ✓ Greet Clients & visitors courteously and professionally
- ✓ Manage calls, emails & front-desk inquiries
- ✓ Maintain attendance & visitor records accurately
- ✓ Support administrative & coordination duties

Requirements:

- ✓ G.C.E. A/L (English medium preferred)
- ✓ Strong communication skills in English & Sinhala
- ✓ Proficiency in MS Office and basic computer use
- ✓ Pleasant personality, good grooming & positive attitude
- ✓ Ability to multitask & maintain confidentiality

Added Advantage:

- ✓ Prior experience in a school or customer-service environment



Closing date 14th November 2025

 **Apply Now!**

Send your CV with a photo to hr@sujatha-vidyalaya.com

