

CUSTOMER RELATIONS OFFICER

Location: Orugodawatte

KEY RESPONSIBILITIES:

- Greet and direct customers to the appropriate department based on their needs.
- Maintain positive relationships with clients while coordinating effectively with internal departments.
- Handle customer complaints professionally and ensure a positive service experience.
- Assist with front office administrative duties and maintain accurate records.

Qualifications:

- Minimum 3 passes at GCE Advanced Level.
- At least 1 year of experience in customer care service.
- Proficiency in English and Sinhala with excellent communication skills.
- Friendly, outgoing personality with a strong passion for customer service.
- Age below 45 years.

Send your CV to: workshop@unitedmotors.lk















