



COMMITMENT TO
**CARING
AND
CURING**

Receptionists and Customer Care Officers

We are in search of energetic and outgoing candidates to fill the position of Receptionists and Customer Care Officers. You will have to receive visitors at the front desk of the relevant department by greeting, welcoming, directing visitors, answering incoming calls to the department, and forwarding it to the relevant individuals.

Ideal Candidate should have the following:

- Have passed G.C.E Advance Level Examination.
- Preferably 1 year of working experience in a similar capacity.
- Possess good communication skills in Sinhala and English language.
- Possess good telephone etiquette and excellent customer service skills.
- Be computer literate.
- Have a pleasing personality and willingness to work for extended hours.

Please forward your resume along with address and contact numbers of 2 non – related referees and a passport size photograph. Write the position for which you are applying at the top left-hand corner of the envelope or on the subject line of the e-mail.



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Organization Accredited
by Joint Commission International

Group Chief Human Resources Officer

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