

# JOIN OUR TEAM

## AT RICHARD PIERIS FINANCE LIMITED

### Receptionist (Head Office)

Are you a friendly and organized professional ready to be the face of our company? We're looking for a welcoming receptionist to manage front desk operations and provide excellent customer service!

#### What You'll Do:

- Welcome and assist visitors, handling inquiries professionally.
- Manage hotline calls and direct them appropriately.
- Resolve customer complaints efficiently.
- Maintain and update the guest directory.
- Keep the reception area safe, clean, and compliant with company policies.
- Provide support to the team as needed.

#### What We're Looking For:

- Experience: 1-2 years in a similar role, preferably in a bank or financial institution.
- Education: G.C.E. O/L and A/L completion.
- Client-focused attitude with a professional demeanor.
- Excellent communication skills in Sinhala and English (Tamil is a plus!).
- Strong public relations and computer literacy skills.
- Age: Below 30 years.
- Ability to work independently under pressure.
- Freshers and immediate starters are encouraged to apply!

**APPLY  
NOW**

[careers@rpcfinance.com](mailto:careers@rpcfinance.com)

An attractive remuneration package awaits the right candidate. If you are the best fit for this position, send your CV with the job title in the subject heading within 7 days of this advertisement.

