



TOPICS.LK

Your journey of aspirations begins here!

CDB believes in elevating the lives of all Sri Lankans. Our focus is to employ and engage individuals who aspire to grow their careers within a renowned financial entity, working with a dynamic team of industry professionals who are dedicated to raising the bar and setting benchmarks in Sri Lanka's financial industry.

Receptionist - Head Office

We're looking for a friendly and professional Receptionist to join our team! As the first point of contact for our clients and visitors, you'll be responsible for greeting guests, answering calls, scheduling appointments, and ensuring a smooth and welcoming experience. If you're organized, have excellent communication skills, and enjoy working in a dynamic environment, we'd love to hear from you. Join us and be a key part of our professional and vibrant team!

Key Responsibilities

- Welcome and assist visitors, clients and staff with a positive and professional attitude.
- Manage and operate the company's general phone line, screen, and forward incoming calls professionally, and take messages when necessary.
- Manage the reception area to ensure a welcoming, clean, and organized environment at all times.
- Maintain visitor logs and manage security protocols in collaboration with the facilities team.
- Provide accurate information to visitors and callers regarding company services and departments.
- Handle incoming and outgoing correspondence including emails and faxes
- Support scheduling and coordination of appointments and meetings for key staff.
- Uphold confidentiality and professionalism in all interactions and communications.

Qualifications & Skills:

- Prior experience in a receptionist or front-office role.
- Excellent verbal and written communication skills in English & Sinhala, Tamil would be an added advantage.
- Strong interpersonal and customer service skills.
- Ability to multitask, stay organized, and maintain professionalism at all times.
- Proficiency in MS Office and basic email handling.
- Pleasant personality and professional appearance.

Rewards and remuneration commensurate with qualifications, competencies and abilities, with a well-defined career path awaits those with ambition, motivation and a willingness to perform.

Please e-mail your CV together with contact details of two non-related referees indicating the position applied for in the "Subject" line of the e-mail to



careers@cdb.lk

CDB
Your Friend

