

HOUSE OF FASHIONS

WE ARE HIRING

POST OF Front Desk Officer

House of Fashions, South Asia's largest Department Store is looking for smart and dynamic individuals to fill the below position

————Main Duties and Responsibilities:————

- Welcome customers in a warm and friendly manner.
- Knows all essential aspects of our business operations
- Monitors lobby and work area determine customer flow.
- Responds to customer inquiries and requests in a timely, friendly, and efficient manner.
- Facilitates correspondence with customers and Head office Operation.
- Answer phone Calls Courteously
- Coordinate Appointments.
- Direct Visitors to related Office Staff.

————Qualification & Experience:————

- Experience: 01 Year in similar field.
- GCE O/L with good computer skills.
- Good interpersonal skills and pleasant personality Fluency in English, Sinhala and Tamil is a additional advantage ·
- Should pose a pleasing personality.
- Personable and outgoing when dealing with guests.
- Excellent telephone etiquette and PR skills.
- Excellent customer service skills.
- Ability to maintain calm, polite, and patient in stressful situations.
- Organized and detail-oriented.
- Ability to connect with Customers and consistently give them a positive customer experience.
- Age range : 22 – 35 Years ·

Selected candidates will be entitled to an attractive remuneration package with annual bonuses, and a host of other benefits.

To apply please send your CV to the following e-mail, indicating the post you have applied in the subject line.

careerhof@gmail.com