

JOIN WITH VISION CARE AS A OFFICE RECEPTIONIST



Job Description:

We are looking for a friendly, energetic and detail-oriented Office Receptionist to manage our front desk on a daily basis and perform a variety of administrative and clerical tasks.

Key Responsibilities:

- Greet and welcome visitors in a professional and friendly manner.
- Answer and direct phone calls to the appropriate departments.
- Maintain office security by following safety procedures and controlling access via the reception desk.
- Perform basic administrative tasks.
- Assist other departments with clerical support as required.

Requirements:

- Proven experience as a receptionist or in a similar role.
- Young and Energetic Candidate Below 30 years of age with G.C.E. A/L Qualification
- Excellent interpersonal and communication skills.
- Proficiency in English language is essential.
- Professional demeanor and appearance.

Apply now and grow your career with Vision Care!

Please e-mail your CVs to careers@visioncaresl.com
or connect with us on WhatsApp at 076 631 1318.



Be part of a team where your skills and dedication are valued!!

Vision Care Optical Services (PVT) LTD
No 505, Union Place, Colombo 02.