



# *We Are Hiring*

## **Internship (Front Office)**

### **Job Profile**

- Welcoming and guiding visitors and guests
- Attending and routing telephone calls
- Handling incoming and outgoing couriers/documents
- Managing visitor logbooks and maintaining security protocols
- Coordinating meeting room schedules
- Supporting administrative activities as required

### **Candidate Profile**

- Minimum G.C.E. A/L qualification
- Diploma or currently pursuing a degree in Business Administration, HR, or related fields (preferred)
- Proficient in English language
- Pleasant personality and good interpersonal skills
- Ability to handle a multi-line telephone system
- Basic computer literacy (MS Office, email, etc.)



**Colombo**



**APPLY NOW**

**[careers@lankaio.com](mailto:careers@lankaio.com)**

Submit on or before 30th July  
2025 (Mention the post applied)

**Lanka IOC PLC**  
**Level 20, West Tower, World Trade Center, Colombo 01**