



YOUR NEXT CAREER BEGINS WITH US

RECEPTIONIST – COLOMBO

LB Finance PLC is a trusted leader in Sri Lanka's financial services sector, driven by innovation, a strong island-wide presence, and a team of over 4,500 dedicated professionals. With a people-centric culture, we focus on attracting, developing, and retaining top talent by offering equal opportunities for growth. Join LB Finance to be part of a dynamic team shaping the future of finance and driving continued success.

RESPONSIBILITIES

- Handle inbound and outbound calls and direct them to the relevant department.
- Greet and assist walk-in customers, ensuring accurate redirection to appropriate personnel.
- Handle difficult customers with patience and empathy, maintaining professionalism.
- Provide accurate information to customers regarding company services and products.

WHAT WE'RE LOOKING FOR

- Successfully completed G.C.E. Advanced Level examination.
- Previous experience in a front-office, receptionist, or customer-facing role is preferred.
- Strong command of English and Sinhala; Tamil is an added advantage.
- Proficiency in MS Office and telephone systems.

APPLY VIA XPRESSJOBS

By submitting your CV, you consent to the processing of your personal data. Your information will be handled with the utmost confidentiality and will not be shared with any third parties. At LB Finance PLC, we are committed to upholding our privacy notice and company data protection policy to ensure the highest standards of data security and integrity.