



Hayleys Group is amongst Sri Lanka's largest, and most respected diversified conglomerates with a turnover in excess of USD 1 Billion. To explore the World of Hayleys, visit us at: [www.hayleys.com](http://www.hayleys.com).

### FENTONS LIMITED

Founded in 1919, Hayleys Fentons Limited is one of Sri Lanka's first engineering companies. As the No.1 Solar EPC and MEP contractor in the country, the company has over 100 years of engineering excellence. Its key specialisations include Solar, Wind and Utility Projects, Mobility Solutions, ICT Systems, Electrical and Lighting, Fire Safety, Air Conditioning and Ventilation, Plumbing and Gas, Security and Communication, Audio-Visual Integration, UPS and Battery Backup, Facilities Management, Architectural Drawings and 3D Visualisation, Industrial Accessories Trading and Hydro Solutions. Renowned for innovation and exceptional client service, the company's main aim is to provide sustainable and innovative engineering services for a better life.

### Receptionist

The Receptionist will be responsible for managing front desk operations and serving as the first point of contact for visitors, clients, and staff. The role involves welcoming guests, handling incoming calls and correspondence, and providing administrative support to ensure smooth and efficient day-to-day office operations. The Receptionist will coordinate closely with internal departments, service providers, and management to facilitate communication, maintain an organised reception area, and ensure a professional and positive experience for all stakeholders.

### Job Responsibilities

- Greet and assist visitors in a courteous and professional manner.
- Answer, screen, and direct incoming phone calls.
- Manage appointment scheduling and maintain calendars.
- Handle incoming and outgoing mail, deliveries, and correspondence.
- Maintain a clean, organised, and presentable reception area.
- Provide accurate information to clients, customers, and staff.
- Perform administrative tasks such as filing, data entry, photocopying, and document preparation.
- Maintain office security by following visitor procedures and issuing badges when necessary.

### Candidate Profile

- Successful completion of G.C.E. Ordinary Level (O/L) and G.C.E. Advanced Level (A/L) examinations, with passes in Mathematics and English at O/L.
- Diploma or certification in Office Administration or a related field will be an added advantage.
- Proven experience in a receptionist, front desk, or customer service role preferred.
- Proficiency in Microsoft Office applications (Word, Excel, Outlook).
- Familiarity with office equipment such as printers, scanners, and telephone systems.

If you think you have what it takes to be successful in this challenging role, please apply via email to [careers@hayleysfentons.com](mailto:careers@hayleysfentons.com) indicating the position applied for on the subject line of the email. Pay and benefits for the above position will be competitive & the rewards are performance driven.

Hayleys is an Equal Opportunity Employer.

