



# WE ARE HIRING! RECEPTIONIST

Evergreen Shipping Agency  
Lanka (Pvt) Ltd.

## JOB OUTLINE

- Act as the first point of contact for visitors, customers, and callers to the Maritime office
- Greet walk-in customers and direct enquiries to the relevant departments professionally
- Answer and screen telephone calls promptly and route them accurately
- Coordinate with courier services for receiving and dispatching documents and packages
- Prepare and follow up on vessel arrival notices in coordination with the documentation team
- Ensure timely distribution of invoices, mail, and documentation to relevant divisions
- Provide administrative and documentation support as required
- Assist in organizing internal events and support day-to-day office operations

## QUALIFICATION AND EXPERIENCE

- Minimum 1 year of experience in a receptionist or front desk role (Shipping/Logistics exposure preferred)
- G.C.E. A/L qualification or an equivalent qualification
- Basic computer literacy with proficiency in MS Word, email, and office systems
- Strong communication and customer service skills
- Good coordination, attention to detail, and time management abilities
- Pleasant personality with a professional and customer-centric attitude
- Ability to work as a team player in a fast-paced operational environment

If you are interested in this opportunity, please send your CV to [careers.transportation@hemas.com](mailto:careers.transportation@hemas.com), mentioning "Receptionist" in the subject within 7 days of this advertisement."



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