



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.

### Trainee Receptionist

This position is ideal for individuals who are eager to begin a career in administration and customer service. The selected candidate will serve as the first point of contact for clients and visitors, ensuring a professional and welcoming environment while gaining valuable hands-on experience.

### Job Responsibilities

- Greet and welcome visitors in a professional manner.
- Answer and direct telephone calls efficiently.
- Maintain a clean and organised reception area.
- Manage appointments and maintain visitor records.
- Handle mail, courier services, and deliveries.
- Perform basic administrative tasks such as filing, data entry, and photocopying.
- Provide general support to office staff.

### Candidate Profile

- G.C.E. O/L and G.C.E. A/L qualifications.
- Fluency in English (spoken and written).
- Good communication skills in Sinhala and/or Tamil.
- Basic computer literacy (MS Office).
- Pleasant personality with strong interpersonal skills.
- Well-groomed, punctual, and responsible.
- Completion of a diploma in Business Administration will be an added advantage.

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.

