



**WE'RE
HIRING**

Receptionist

Responsibilities

- Necessary training will be provided.
- Maintain detailed records of transportation for administrative support.
- Facilitation of the transport management.
- Oversee daily office operations and ensure a clean, organized, and professional work environment.
- Efficiently coordinate boardroom reservations.
- Maintain accurate and up-to-date visitor logs in compliance with ISO standards.
- Greet, welcome & guide visitors, ensuring a positive first impression.
- Maintain detailed records of transportation for administrative support.
- Order and maintain office supplies and equipment.
- Ensure the quality of staff meals is maintained by continuously engaging with the caterer.

Requirements

- Completion of GCE O/L and GCE A/L Examinations.
- **Minimum 6 months of experience in a similar front-office / receptionist / administrative role**
- Fluency in English and Sinhala (Tamil would be an added advantage)
- Strong telephone etiquette and front-office handling skills
- Ability to multitask and handle high-volume visitor interactions efficiently
- Basic knowledge of office administration practices
- Professional appearance and positive attitude
- Ability to handle confidential information with discretion
- Flexibility to work extended hours if required

What We Offer

- Join a dynamic and innovative team at a leading company with a rich history.
- Access to ongoing training programs, certifications, and opportunities for career advancement.

**Send your CV to
rachel.ssc@keells.com**