

JOIN OUR DYNAMIC HUMAN RESOURCES TEAM

RECEPTIONIST

Colombo 03

JOB DESCRIPTION:

We are looking for a professional and well-presented Receptionist to manage front desk operations and provide administrative support, serving as the first point of contact to ensure a welcoming and efficient office environment.

REQUIREMENTS:

- Minimum of A/L qualification; a diploma in Administration or a related field is an added advantage
- Proven experience in a receptionist, front office, or customer service role preferred
- Excellent verbal and written communication skills
- Strong interpersonal and organizational abilities
- Proficiency in MS Office (Word, Excel, Outlook)

SEND YOUR CVs

To Careers@unionassurance.com

*By applying, you consent to the processing of your personal information for recruitment purposes and acknowledge that reference checks may be conducted.



The John Keells Group is an equal opportunity employer and we invite applications from all suitably qualified individuals to join our team.