



- ❖ We are a public quoted company with multinational connections and Sri Lanka's premier manufacturer of high-quality aluminium extrusions.
- ❖ Our group of companies offers a wide range of products, including steel roofing, MDF boards, steel & aluminium builders' hardware, and various other construction related items.

TRAINEE RECEPTIONIST (FEMALE) – HEAD OFFICE

Key Responsibilities

- Manage front office operations and serve as the first point of contact for visitors, clients, and staff, ensuring a professional and welcoming environment.
- Provide efficient administrative and clerical support to ensure smooth day-to-day operations.
- Coordinate communications and maintain effective liaison with internal and external stakeholders.
- Handle telephone inquiries, and office documentation in a timely and professional manner.

Requirements

- Passed G.C.E. Advanced Level (A/L).
- Excellent verbal and written communication skills in English and Sinhala.
- Strong interpersonal, organizational, and multitasking abilities.
- Proficiency in Microsoft Office applications and email communication.
- Pleasant personality with a professional appearance and positive attitude.

Please forward your complete resume with names of two non-related referees to asokat@lanka-aluminium.com mentioning the post applied for on the subject line to reach us within 07 days of this advertisement.

GENERAL MANAGER
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