



<https://www.lankatalents.lk/job/customer-care-executive/>

Customer Care Executive

Description

We are looking for a motivated and customer-focused Customer Care Executive to join our growing team at Lanka Talents. The ideal candidate should possess excellent communication skills, a positive attitude, and a passion for delivering outstanding customer service.

Responsibilities

- Respond to student and parent inquiries via calls, chats, and emails
- Provide information about courses, tutors, schedules, and fees
- Assist with registrations, bookings, and payment inquiries
- Follow up with leads and support enrollments
- Maintain positive relationships with students, parents, and tutors
- Keep customer records updated and support service operations

Qualifications

- G.C.E. A/L or equivalent qualification
- Good communication skills in English (Sinhala & Tamil are an advantage)
- Positive attitude and problem-solving mindset
- Basic knowledge of MS Office and online tools
- Ability to work independently and within a team

Contacts

Send your CV to thirandi@lankatalents.lk

Contact: 070 500 4144

Hiring organization

Lanka Talents Creations (Pvt) Ltd

Industry

Higher Educational Industry

Employment Type

Full-time

Job Location

Colombo 03, Colombo 03