https://www.lankatalents.lk/job/receptionist/

Receptionist

Hiring organization
Lanka Talents Creations (Pvt) Ltd

Industry
Education, Migration & Visa Consultancy

Employment Type
Full-time

Job Location
Battaramulla, Battaramulla

Description

Flyglobal International (Pvt) Ltd is seeking a friendly, professional, and highly organized Receptionist to serve as the first point of contact for clients. The successful candidate will deliver excellent customer service while supporting the day-to-day administrative operations of the front office. This role is ideal for someone who enjoys interacting with people, managing multiple tasks, and creating a welcoming experience for clients.

Responsibilities

- Welcome and assist clients and visitors professionally.
- Answer and direct incoming phone calls, emails, and inquiries.
- Schedule appointments and manage appointment calendars.
- Receive, record, and distribute incoming documents and correspondence.
- Maintain an organized reception area and ensure an excellent client experience.
- Provide information about company services and direct clients to the relevant departments.
- Assist with client registration and maintain accurate records.
- Perform general administrative duties including filing, data entry, scanning, and document preparation.
- Coordinate with internal departments to ensure smooth office operations.
- Monitor office supplies and arrange replenishment when required.
- Handle incoming and outgoing mail and courier services.
- Maintain confidentiality of client information and company records.

Job Benefits

- **Basic Salary:** Rs. 50,000
- **Net Salary:** Rs. 50,000

Qualifications

- Minimum **1 year of experience** as a Receptionist, Front Office Executive, Customer Service Officer, or similar administrative role.
- Excellent communication skills in **English** (spoken and written).
- Knowledge of **Sinhala and/or Tamil** will be an added advantage.
- Strong interpersonal and customer service skills.
- Good organizational and time-management abilities.
- Proficiency in **Google Workspace**, **Microsoft Office**, and basic office administration.
- Professional appearance with a positive attitude.
- Ability to multitask and work efficiently in a fast-paced environment.
- High level of professionalism, confidentiality, and attention to detail

Contacts

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