

Lanka IOC PLC, an active player in the field of downstream petroleum marketing in Sri Lanka and ranked amongst the leading corporate in Sri Lanka, now offers excellent career opportunities for professionals.

Receptionist

Location: Colombo

We are looking for a welcoming front desk representative to handle all receptionists and clerical duties at our Head Office front desk. You are the company's "face" to all visitors, and responsible for our first impression. The ideal candidate should be friendly, crafted demeanour while also being sharp and disciplined. The responsibility is to make our guests and visitors feel welcome and appreciated while they are in our office.

Role Profile

- Greeting and assisting visitors in a professional and friendly manner
- Manage Guest requests, inquiries, and complaints promptly and completely
- Support team members in handling guest requests and enquires to ensure a positive outcome is achieved
- Answering phone calls and forwarding calls to respective departments in a professional manner
- Coordinate for all activities related with front office (including reception) of the company
- Demonstrate positive leadership characteristics, which inspire Team Members to exceed standards
- Provide administrative support across the organization
- Prepare outgoing mail by drafting correspondence, securing parcels etc
- Co-ordinating with various departments as per enquires
- Scheduling and confirming appointments, meetings and events
- Assist in all HR related functions

Personal Profile

- A diploma from a reputed university / Institute in Marketing/ Administration/ Secretarial Practice/ Public Relation or equivalent qualification
- Minimum 2 years' experience preferably in handling reception or customer service
- Should possess excellent telephone etiquettes & communication skills in English and local languages
- Ability to exhibit a calm friendly, courteous yet professional look as well as comportment, all times
- Should be preferably below 28 years of age
- Pleasant personality with excellent customer relations skills

If you are the candidate with the above attributes/qualifications, an application with comprehensive CV (with recent color photograph) should be submitted at the following address on or before 17th October 2022. (Please mentioned the position applied in the envelope) Candidates can also send their resume through careers@lankaio.com mentioning the post applied.

Senior Vice President (Retail Sales and HR),

Lanka IOC PLC

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