



We are Sri Lanka's premier private sector commercial bank. Our visionary journey has taken us beyond the realms of business as we have made a conscious effort to go where no bank has dared to go; from downtrodden villages long-forgotten, to the world across the shores. The driving force behind this epoch-making journey is our strong team of achievers, affectionately known as the Hatna Family. As we continue to make history and move ahead, we invite dynamic and ambitious individuals to join us in our trailblazing banking saga.

**We are looking for bright minds to help us create a world of happy experiences.**

## **RECEPTIONIST (FIXED TERM CONTRACT)**

### **Job Role**

To ensure that the highest standards of hospitality and welcome is demonstrated at all times. Responsible for performing clerical tasks within office setting to support daily operations. This also includes addressing visitor questions and needs, and providing an overall welcoming environment.

### **Accountabilities**

- Answering multiple phone lines from various external/ internal constituents in a professional and courteous manner and direct callers to the appropriate associates.
- Greet and welcome guests as soon as they arrive at the office
- Direct visitors to the appropriate person / office
- Provide basic and accurate information in-person and via email/phone
- Ensure reception area is tidy and presentable, representing strong brand image
- Receive, sort and distribute daily mail/deliveries
- Maintain office security by following safety procedures and controlling access via the reception desk (monitor logbook, issue visitor badges)

### **Age**

- Below 30

### **Educational Qualifications**

- Passed G.C.E O/L examination
- Diploma in English will be an added value
- A Diploma in Secretarial Practices will be a definite advantage

### **Relevant Experience**

- Minimum of two years work experience as a Receptionist, Front Office Representative or similar role in a recognized organization
- Hands-on experience with office equipment
- Computer literacy (MS Word/Excel/Outlook)
- Email correspondence

### **Competencies**

- Excellent communication skills, both written and verbal
- Self-motivated and ability to work independently
- Attention to detail and smart decision-making skills
- Professional appearance and customer-centricity
- Excellent organizational skills
- Multitasking and time-management skills, with the ability to prioritize tasks
- Ability to handle tasks with speed and high level of accuracy

Interested candidates are invited to apply for the position  
All applications must reach us by.

**19<sup>th</sup> May 2024**

**APPLY VIA XPRESSJOBS**

