

# Great Place Great People



**BEST FINANCE COMPANY**



## Head Office

### Receptionists

- Minimum 3 years of work experience as a Receptionist, Front Office Representative or similar role
- Pleasing personality and positive attitude towards customer service
- Solid written and verbal communication skills in English
- Excellent organizational skills
- Multitasking and time-management skills, with the ability to prioritize tasks
- Preferably age below 30 years

Vallibel Finance is  
among the top 100  
financial institutions  
in Sri Lanka



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**Great  
Place  
To  
Work.**

**Certified**  
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