

RECEPTIONIST

eMarketingEye is an internationally acclaimed digital marketing agency based in Sri Lanka. Working with over 1200 clients across 45+ countries and 18 industry verticals, we are proud to be considered a thought leader and trailblazer in the digital marketing arena of the Asian region.

We specialize in providing digital marketing solutions to the travel & hospitality industry offering a wide range of services from website design and development to performance-driven search marketing, SEO, social media campaigns and web analytics solutions.

We seek a dynamic, young individual to be the face of our organization!

Responsibilities

- Greet and welcome clients, visitors, and guests with a warm and friendly demeanour
- Oversee the company's main telephone line; respond to all incoming calls, provide required details, direct calls to the appropriate individuals, and maintain proper call logs
- Schedule appointments and meetings as well as arrange parking and refreshments when requested
- Maintain the reception, meeting rooms, and floor area, keeping them neat and organized to ensure a presentable environment at all times
- Manage and distribute incoming and outgoing mail, packages, and deliveries
- Monitor, manage and coordinate the procurement of office supplies, equipment, and services, ensuring timely delivery and appropriate inventory levels (stationery, medicine, pantry items, etc.)

Benefits

- Above industry average remuneration and benefits
- Modern and flexible working environment
- State-of-the-art office with fantastic views of the Colombo skyline
- Health insurance and life insurance

Characteristics

- Sounds ethics, morals, and judgement
- Ability to work with minimum supervision
- A team player with excellent interpersonal skills
- Organized and efficient multitasker

Requirements

- 2+ years of work experience in a similar role
- Higher Diploma / Degree in Customer Relations / Office Administration or a similar qualification
- A pleasant personality and excellent interpersonal skills
- Excellent verbal and written communication skills
- Proficiency in Microsoft Office applications
- Be organized and able to multitask
- Prior experience in administration / customer service-related areas would be an advantage

If you have the required qualifications and experience in line with our requirements, we would like to hear from you. Please email your complete CV to future@emarketingeye.com stating the job code **EMEHRR** in the subject line.

