



RECEPTIONIST / TELEPHONE OPERATOR

The Institute of Chartered Accountants of Sri Lanka (CA Sri Lanka) is one of the largest professional organizations in Sri Lanka that supports over 4,300 Chartered Accountants and among the foremost tertiary education providers in the country outside the university system with a mammoth student population of over 41,000.

For over 60 years, the Institute has been the vanguard in developing the Accounting Profession locally, while also playing a key role regionally and internationally.

A challenging and exciting opportunity exist at CA Sri Lanka for an enthusiastic and qualified person with a sound educational and professional in front office management for the position of receptionist.

The right candidate should be an outstanding, result oriented and energetic professional, with a high level of responsibility, dedication, competence, confidence, drive, and adaptability, to take over the above position.

KEY RESPONSIBILITIES

- Handle all calls courteously
- Politely greet and direct all visitors to the relevant divisions
- Accept letters/packages and distribute them to respective members /staff members
- Attend to administrative tasks as and when necessary

QUALIFICATIONS AND EXPERIENCE REQUIRED

- The ideal candidate should be a female below 28 years with a pleasing personality
- Good command in English with the ability to communicate clearly and professionally
- Excellent telephone etiquettes
- Meticulous attention to details
- Conversant with MS Office packages
- Should possess minimum A/L qualification with relevant work experience
- Experience in event and catering management will be an added advantage

The successful candidate will be offered a competitive remuneration package on par with industry standards together with other fringe benefits.

Qualified applicants meeting the required attributes are requested to send a detailed Curriculum Vitae together with contact details of two non-related referees to the address given below or e-mail to careers@casrilanka.org within 14 days from the advertisement date. Please indicate the position applied for on the top left-hand corner of the envelope or in the subject field of the e-mail.

Any form of solicitation will lead to disqualification. Only short-listed candidates will be contacted by CA Sri Lanka.

Head of Human Resource

The Institute of Chartered Accountants of Sri Lanka

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