

WE ARE ON A MISSION!
To empower people and to transform lives.

ARE YOU READY?

Asia Asset Finance PLC Part of Muthoot Group of Companies (World's Largest Gold Loan Companies and one of the Largest Finance Company in the World) is a Public quoted company listed in the Colombo Stock Exchange and a Finance Company licensed and regulated by the Central Bank of Sri Lanka. Due to the expansion of our business activities,

We are seeking energetic individuals to join our team as

RECEPTIONIST

Job Description:

- ▶ Answer and direct phone calls in a polite and friendly manner
- ▶ Welcome visitors in a warm and friendly manner, and answer any questions visitors have
- ▶ Answering, forwarding, and screening phone calls
- ▶ Provide excellent customer service
- ▶ Keep detailed and accurate records of visitor requests and of calls received
- ▶ Provide basic and accurate information in-person and via phone/email

Job requirement

- ▶ Proven work experience as a Receptionist, Front Office Representative or similar role.
- ▶ Proficiency in Microsoft Office Suite.
- ▶ Professional attitude and appearance.
- ▶ Excellent organizational skills.
- ▶ Ability to speak all three languages will be an added advantage.
- ▶ Multitasking and time-management skills, with the ability to prioritize tasks.
- ▶ Customer service attitude

Attractive remuneration package awaits the selected candidate.

Asia Asset Finance PLC is an Equal Opportunity Provider.

Please forward your updated CV including details of two non-related referees and a passport size photograph within 14 days of the advertisement indicating the position applied for to email: careers@asiaassetfinance.lk



**ASIA ASSET
FINANCE PLC**

A Finance Company with a Golden Heritage

Muthoot Group Company

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