

RECEPTIONIST HIRING RECEPTIONIST

The primary objective of the receptionist is greeting and assisting walk-in customers, answer a multi-line switchboard quickly (ideally within 3 ring cycles) and directing calls to their destination without delay in such a way that positively affects the customer's perception.

Responsibilities:

- Perform reception duties in an efficient, professional and courteous manner while maintaining high level of customer service standards
- Answer a high volume of calls and maintain a rapid response rate according to agreed standards
- Log information on calls received where required and maintain detailed and accurate records
- Communicate and liaise verbally and in writing between customers/ suppliers/ visitors/ enquirers and relevant staff and interpret and respond clearly and effectively to spoken requests over the phone or in person and to verbal or written instructions
- Establish and maintain effective working relationships with co-workers, supervisors, management and the general public
- Maintain regular consistent and professional attendance, punctuality, personal appearance and adherence to company procedures
- Pursue personal development of skills and knowledge necessary for the effective performance of the role
- Maintain and update knowledge continuously on company promotions, campaigns, products & etc
- Be aware or maintain a log of the availability of staff likely to receive inbound calls
- Perform other routine clerical tasks as assigned as needed

Requirements:

- G.C.E A/L or High School Diploma
- Consistent, professional dress manners, attitude and appearance
- Excellent verbal and written communication skills
- Solid interpersonal skills with ability to interact with others, including listening, speaking and questioning skills.
- Competency in Microsoft applications including Word and Excel
- Good time management skills
- Potential candidates ideally be living in Colombo or suburbs where they can travel daily to our offices in Colombo 07 and Colombo 03

If you are interested in joining a dynamic work environment send us your CV to hr@lbfinance.lk within 14 days of the advert.

Please mention the position applied for in the subject line.



SLIM

Peoples Financial

Service Provider of the Year - 2019, 2020 and 2021

LB Finance always welcome

candidates having volunteering experience and CSR Mindset



A Carbon Neutral Company

About us

With a rich history of over 50 years in the financial industry and recognized for our unparalleled record as the top finance leasing brand, we are driven by sheer passion, dedication and innovation with over 190 branches and service centers across the island. We strive to provide the best financial services to our massive customer base and are now on the look-out for charismatic and skilled individuals who can treat on our deep - rooted traditions of success and be a partner in taking the organization to new heights.

Head of Human Resources



LB FINANCE

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