

Receptionist

Fixed Term Contract – 01 year

DO YOU EMBRACE
PERSEVERANCE, DISPLAY
RESILIENCE, AND BELIEVE THAT
COLLECTIVELY

we can foster growth and progress together?



You should ideally,

- should be below 35 years of age
- successful completion of GCE O/L (with credit passes for English and Mathematics and GCE A/L (with three passes) will be preferred
- previous experience in a similar capacity will be an added advantage
- should be well groomed, friendly and energetic
- should possess good communication skills in English
- should have very good interpersonal and public relations skills

Candidates should preferably have exposure in all above mentioned areas, however exposure in any one of the mentioned areas will also be considered for selection.

A competitive remuneration package and other fringe benefits as well as structured career advancement opportunities and extensive training are on offer for the chosen candidate.

We are an equal opportunity employer, committed to promoting an inclusive and diverse environment. Recruitment to the Bank is based solely on merit and competency. Any form of canvassing is discouraged.

Correspondence will only be with the short-listed candidates.

Please apply via e-mail by sending an updated CV or a DFCC Bank application form which could be downloaded from our website to recruit@dfccbank.com with the post applied for in the subject By January 22, 2025.

*Chief Human Resource Officer DFCC Bank PLC,
73/5, Galle Road, Colombo 03*