

RECEPTIONIST

We are seeking a dynamic and dedicated individual to join our team as a Receptionist for Sri Lanka Cricket.

» Main Job Responsibilities

- Greet visitors and provide them with a warm welcome to Sri Lanka Cricket
- Answer and direct phone calls in a professional manner
- Manage incoming and outgoing mail and packages
- Maintain the cleanliness and organization of the reception area
- Assist with administrative tasks as needed, including data entry and filing
- Coordinate appointments and meetings for staff members
- Handle inquiries from the public and provide accurate information about cricket programs and events

» Required Qualifications & Experience

- Proven experience as a receptionist or in a similar role
- Excellent communication and interpersonal skills
- Strong organizational abilities and attention to detail
- Proficiency in Microsoft Office Suit (Word, Excel, Outlook)
- Ability to multitask and prioritize tasks effectively
- Passion for cricket and knowledge of the sport is desirable

An attractive and negotiable remuneration package with other benefits await the right candidate.

All applications should be forwarded to vacancies@srilankacricket.lk along with the names of two non-related referees within 7 days from the date of this advertisement.

**Please mention the post applied for on the subject line of the email*

**Please ensure all employment criteria is met prior to applying*

**Canvassing in any form will be a definite disqualification*