



**WE ARE
HIRING**

RECEPTIONIST

COLOMBO 03

Qualifications and Work Experiences:

- **Previous experience as a Receptionist or in a similar front-office role is required**
- Mature, professional and dependable approach to work
- Good communication and interpersonal skills
- Pleasant and confident telephone manner
- Good organisational skills and attention to detail
- Comfortable handling routine administrative responsibilities
- Reliable, punctual and able to work with minimal supervision
- Looking for a **stable, long-term position**

Key Responsibilities:

- Welcome and assist students, visitors and staff in a professional manner
- Answer and direct incoming telephone calls
- Handle general enquiries and provide accurate information
- Manage the reception area and maintain a professional front-office environment
- Assist with basic administrative and clerical duties
- Receive and coordinate documents, correspondence and deliveries
- Direct visitors and enquiries to the appropriate departments
- Support day-to-day front-office operations as required

This is not an entry-level position. Previous relevant work experience is required.

SEND YOUR CV 

hr.department@acbt.lk

With the details of two non-related referees and mention the position applied for
Australian College of Business and Technology



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www.acbt.net

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