



The Associated Newspapers of Ceylon Limited (ANCL), widely known as Lake House, the premier print media institution in Sri Lanka, invites applications from suitably qualified, experienced, and dynamic professional to fill the position of **Receptionist**.

VACANCY

RECEPTIONIST

Qualifications & Requirements:

- Passed G.C.E. (A/L) examination with 1 year of relevant experience as a Receptionist/Front office or customer service
- Excellent verbal communication skills in English and Sinhala
- Proficiency in Tamil language will be an added advantage
- Ability to handle visitors, telephone calls and general reception duties in a professional manner
- Pleasant, courteous and friendly personality with good interpersonal skills
- Good organizational skills with a customer-focused approach

Those interested please apply with detailed resume within 07 days of this advertisement to

careers@lakehouse.lk



**LAKE
HOUSE**

THE HUMAN RESOURCES DEPARTMENT
THE ASSOCIATED NEWSPAPERS OF CEYLON LTD.
NO. 35, D.R. WIJEWARDENE MAWATHA, COLOMBO 10.