

WE ARE HIRING !



We are ready to welcome the right candidate for following vacancy....

RECEPTIONIST

Requirements

- Strong communication and interpersonal skills.
- Must be able to speak Sinhala, English, and Tamil.
- Proficient in MS Office and basic office equipment.
- Previous experience in a similar role is an advantage.

Job Descriptions

- Greet and assist clients and visitors.
- Answer phone calls and manage inquiries, including outgoing calls.
- Schedule appointments and maintain calendars.
- Maintain a tidy and welcoming reception area.

GOLDEN HIGH INTERNATIONAL (PVT) LTD

SEND YOUR CV TO :

apply@goldenhighint.com

CONTACT US

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