



We Are Hiring

Internship (Front Office)

Job Profile

- Welcoming and guiding visitors and guests
- Attending and routing telephone calls
- Handling incoming and outgoing couriers/documents
- Managing visitor logbooks and maintaining security protocols
- Coordinating meeting room schedules
- Supporting administrative activities as required

Candidate Profile

- Minimum G.C.E. A/L qualification
- Diploma or currently pursuing a degree in Business Administration, HR, or related fields (preferred)
- Proficient in English language
- Pleasant personality and good interpersonal skills
- Ability to handle a multi-line telephone system
- Basic computer literacy (MS Office, email, etc.)



Colombo



APPLY NOW

careers@lankaioec.com

Submit on or before 30th July
2025 (Mention the post applied)

Lanka IOC PLC

Level 20, West Tower, World Trade Center, Colombo 01