

Sethma Hospitals

<https://setmahospitals.lk/job/receptionist-cum-telephone-operator/>

Receptionist Cum Telephone Operator

Job Role

Work within an organization to help it run smoothly. Greet visitors, answer phone calls, and run errands while maintaining professional composure throughout interactions with customers or potential clients.

The Person

- Passed G.C.E. (A/L) in any stream
- Minimum 01 year experience in hospital or similar environment
- Written & verbal communication skills in English / Sinhala
- Computer knowledge & communication skills
- Age below 30 years

Job Benefits

Required to work on roster basis including day and night shifts.

Attractive remuneration package, other benefits and career advancement await of the right candidate.

Please email your CV along with contact details of two non-related referees within 7 working days to recruitment@setmahospitals.com

The company will correspond only with shortlisted candidates.

Employment Type

Full-time

Date posted

April 23, 2024

Valid through

23.05.2024