

**We have a passion  
to serve our customers  
by going beyond just banking,  
if you share the same passion,  
we are looking for you.**



## **FRONT OFFICE COORDINATOR CUM RECEPTIONIST**

### **The Job**

- Assist internal and external customers by attending to their inquiries and by directing them to the required destination.
- Ensure that all the interactions between employees and customers run smoothly.
- Provide effective customer service and handling correspondence.
- Effective and efficient management of the front office area while maintaining professional standards.
- Send and receive regular mails, answer phones and maintain security procedures.

### **The Person**

- A pleasing personality below 23 years of age.
- Successful completion of G.C.E Ordinary Level and G.C.E. Advanced Level Examination.
- Excellent communication skills and fluency in English.
- Previous experience in Customer Service would be an added advantage.

**Selected candidate will be placed on a Fixed Term Contract of employment with an attractive remuneration package.**

**Applicants are invited to log on to [www.seylan.lk](http://www.seylan.lk) and upload the updated CV along with a recently taken photograph or forward the CV to [careers@seylan.lk](mailto:careers@seylan.lk) within 07 days of this advertisement.**

**Deputy General Manager – Human Resources  
Seylan Bank PLC**



[www.seylan.lk](http://www.seylan.lk)



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Brand Finance Rating : "A+", Fitch Rating: A-(lka), Co.Reg. No : PQ9

v Bank is a licensed commercial bank supervised by the Central Bank of Sri Lanka.



*The bank with a heart*