

# COME JOIN OUR AWARD-WINNING TEAM

JAT Holdings (Pvt) Ltd is looking forward to recruit a self-motivated and diligent individual to join our ever-expanding team in the capacity of a Front Office Coordinator cum Receptionist.

## Requirements

- Passed the G.C.E Advance Level
- 02 to 03 years of similar experience
- Experience in Administration will be an added advantage
- Possess good knowledge in Microsoft Office package
- Excellent verbal and written Communication skills in English and Sinhala
- Age Between 22 to 40 years

## Key Responsibilities

- Serves visitors/customers by greeting, welcoming and directing them appropriately to the relevant locations
- Provide Quality customer service and maintain a professionalism at all times
- Assist the Administration department in the Cafeteria Operations
- Handle Staff transport matters
- Responsible for Inward and Outward mails, couriers and deliveries
- Assisting the Administration department

Please send us your résumé to [careers@jatholdings.lk](mailto:careers@jatholdings.lk) mentioning **“Front Office Coordinator cum Receptionist”** as the subject line within 07 working days of this advertisement.



**FRONT OFFICE COORDINATOR  
CUM RECEPTIONIST**

**JAT**<sup>®</sup>  
TRANSFORMING SPACES™