

RECEPTIONIST CUM TELEPHONE OPERATOR

Sri Lanka Cricket is seeking a dedicated and dynamic professional to join our team as a Receptionist cum Telephone Operator. If you are passionate about cricket and thrive in a fast-paced environment, this role offers an excellent opportunity.

» Key Responsibilities

- Welcome visitors warmly and professionally, ensuring a positive first impression
- Manage and direct incoming calls promptly and courteously
- Handle and organize incoming and outgoing mail, courier services, and packages
- Maintain the reception area's cleanliness and organization
- Provide administrative support, including managing schedules, data entry, and document filing
- Coordinate staff appointments and assist with meeting arrangements
- Respond to inquiries with accurate information about Sri Lanka Cricket's programs and events

» Required Qualifications & Experience

- A Diploma in Business Administration, Office Management, or a related field is mandatory
- Previous experience as a receptionist or in a similar role is an advantage
- Excellent verbal and written communication skills in English
- Proficiency in Microsoft Office Suite (Word, Excel, Outlook)
- Strong multitasking, organizational, and time-management skills
- Attention to detail and a proactive attitude
- A passion for the sport of cricket is highly desirable

An attractive and negotiable remuneration package with other fringe benefits and excellent career prospects awaits the selected candidate.

All applications should be forwarded to **vacancies@srilankacricket.lk** along with the names of two non-related referees who are not employed by Sri Lanka Cricket, within 7 days from the date of this advertisement.

**Please mention the post applied for on the subject line of the email*

**Please ensure all employment criteria is met prior to applying*

**Canvassing in any form will be a definite disqualification*