

JOIN US FOR THE JOURNEY



ETI Finance Limited is one of the leading and strongest financial institutions in the island, registered under the Monetary Board of the Central Bank of Sri Lanka. ETI is the Flagship Company of EAP Holdings Ltd. that is trusted for more than 45 years. The Company is seeking for energetic, dynamic, result oriented young individuals with good PR & communication skills to our establishments.

Call Center Assistant cum Receptionist

The Call Center Assistant cum Receptionist serves as comprehensive support, under the direction of the immediate supervisor, receives and transmits telephone calls, greets visitors, responds to general enquiries, and completes and distributes various documents related to these functions, while promoting an image of trust, respect and co-operation.

Qualifications & Requirements

- ✓ Female candidate with a pleasant personality
- ✓ Passed G.C.E. Advanced Level
- ✓ Good communication skills in Sinhala & English Languages
- ✓ Previous experience in a similar capacity will be an added advantage
- ✓ Ability to handle different client situations with excellent judgment and business awareness
- ✓ Excellent customer service skills, diplomacy, and effective interpersonal skills.

If you believe that you are the ideal personal we are seeking, please send your resume with contact numbers citing two non-related referees to reach us within 10 days of this advertisement by email to hr@eti.lk or by post clearly indicating the post applied for.



Chief Executive Officer

*ETI Finance Limited,
No 114, Ward Place,
Colombo 07.*

