



Asia Securities (Private) Limited is one of the nation's leading securities broking firms and is a full member of the Colombo Stock Exchange. We have been in business for over 25 years with top tier market share. We are seeking a young female with excellent telephone etiquette to fill the following position at our Head Office.

Front Office Executive cum Receptionist

You are invited to submit your resume if you feel that your professional profile meets the following criteria.

- The candidate should ideally be below 25 years of age.
- Around 02 years' experience of operating a telephone switchboard in similar capacity.
- Smart intelligent and outgoing personality with basic computer literacy.
- Confident personality with the ability to communicate clearly and fluently in English.
- Excellent people & interpersonal skills.
- Prior experience of handling clients over the phone will be an advantage.

Educational / professional qualifications would be an added advantage but not essential.

A remuneration package commensurate with the qualifications & experience will be on offer to the ideal candidate.

Please send your resume with contact details of 02 non-related referees to reach us within 10 days of this advertisement, stating the post applied for in the subject line of the email to careers@asiasecurities.lk

Asia Securities (Private) Limited

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Asia Securities is an Equal Employment Opportunity Employer