



Vacancy Announcement: Receptionist High Commission of Sri Lanka, London

The High Commission of Sri Lanka in London, United Kingdom is calling for applications from suitably qualified candidates for the post of Receptionist on locally recruited basis to manage our front desk on a daily basis.

Eligibility: Individuals fluent in Sinhala, Tamil, and English between 25-40 years of age on the closing date of the application.

Qualifications:

- University degree or equivalent.
- Excellent written and spoken English language skills and fluency in Sinhala and Tamil languages.
- Proven work experience as a Receptionist, Front office representative or similar role.
- Proficiency in Microsoft Office Suite.
- Multitasking and time-management skills with the ability to prioritise tasks.
- Excellent public relations skills.
- Ability to work efficiently, individually and within a team.
- Good interpersonal skills and ability to negotiate/coordinate with relevant institutions in the UK and Sri Lanka.

Interested candidates are requested to forward Application, along with a brief personal resume, copies of passport/valid visa, evidence of educational /work experience with two non-related referees to mail@slhc-london.co.uk on or before 11th April 2025.

High Commission of Sri Lanka
London
28th March 2025.