







IF YOU ASPIRE TO JOIN THE PRESTIGIOUS BRAND LEADER IN THE GOLD JEWELLERY INDUSTRY IN SRI LANKA AND WORK WITH A DYNAMIC RESULTS ORIENTED TEAM, THIS IS THE OPPORTUNITY.

WE ARE IN SEARCH OF A TALENTED INDIVIDUAL FOR THE BELOW POSITION.

TELEPHONE OPERATOR - COLPETTY BRANCH

Key Responsibilities:

-  **Operating the switchboard (PABX System) and routing incoming calls to appropriate division/person.**
-  **Handle customer calls/inquiries whilst maintaining our customer service standards.**
-  **Maintain records of all incoming calls and outgoing calls. Assist in general administrative work.**
-  **Perform additional duties that commensurate with this job role, as and when requested by the management.**

The ideal candidate for this role should have completed GCE (A/L) qualification. Having an excellent command of English language with a flair for customer service and excellent telephone etiquettes whilst having a minimum of 2 years experience in a similar role in a sales oriented organization would be prerequisites.

Successful candidates can look forward to the best remuneration package in the industry. Benefits include medical insurance, performance based incentives and seasonal bonuses

If you meet the required criteria and confident in facing challenges, please e-mail your CV to candidates@voguejewellers.com including a recent photograph and contact details of two non-related referees, or Whatsapp to 0769880422.

Email: candidates@voguejewellers.com

Head of Human Resources.
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