

VACANCY – RECEPTIONIST (ON-CALL BASIS)

The Postgraduate Institute of Management invites applications from suitably qualified individuals for the position of **Receptionist (on a Part-Time, On-Call Basis)**.

This position is ideal for a **retired individual** who is courteous, well-organised, and willing to work on an on-call basis to support front office operations.

Required Qualifications & Skills:

- Retired public or private sector employee with prior experience in office administration or front desk operations.
- Good communication skills in English and Sinhala.
- Friendly, calm, and service-oriented personality.
- Computer literacy is essential.
- Ability to work flexible hours, including weekdays and weekends, as needed.

Terms of Engagement:

- On-call basis, depending on institutional requirements.
- Daily allowance will be paid for days worked, as per PIM policies.

Application Process:

Interested retired individuals are invited to send their CV along with a brief cover letter to sar-office@pim.sjp.ac.lk on or before 30th June 2025, with the subject line: **Application – Receptionist (On-Call Basis)**.

Only shortlisted candidates will be contacted.



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