

 Computer literacy and proficiency in basic Office applications is preferred.

Requirements

- Candidates residing in or around Colombo & Ja Ela preferred.
- Excellent communication in English written & verbal.
- Manage documentation & maintain accurate records.
- Support administrative tasks and branch coordination.

## Stafford Motor Co. (Pvt) Ltd.

is the sole authorized distributor in Sri Lanka, for the world renowned brand Honda. With nearly 50 years of experience in providing transport solutions island wide and We are proud of our legacy as a trusted leader in the industry. we are now looking for passionate individuals who share our commitment to excellence.

## **Customer Service Officer**

Responsibilities

- Deliver exceptional front-line customer service (in-person & over the phone).
- Assist with daily customer inquiries.
- Manage documentation & maintain accurate records.
- Support administrative tasks and branch coordination.





"Step into your future as a Receptionist!"

Please forward your CV with contact details of two non-related referees to

hrcareers@honda.lk













