



BRING YOUR [AMBITION] TO LIFE

Insurance Assistant – Operations (Contract Basis) AIA Sri Lanka

We are looking for dynamic individuals who can play a supportive role as a Coordinator in our Operations department. The selected candidate will be recruited on a contract basis for a period of six months.

Job Accountabilities

- Responsible for typing letters / correspondence and system automated letter printing
- Ensure relevant excels / records are maintained properly
- Responsible for maintaining records of all incoming service-related documents
- Arranging couriers to be sent out on daily basis

Job Specifications

- A sound educational background with good A/L results
- Minimum one year of experience in similar capacity
- Age should be below 25 years
- Excellent computer skills especially in MS Office applications such as Word, Excel, PowerPoint
- Good communication skills

Send your CV along with the contact details of two non-related referees by e-mail to lke_vacancies@aia.com



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BETTER LIVES