



BRING YOUR [AMBITION] TO LIFE

Junior Executive – Administration Coordinator (Bancassurance Operations) AIA Sri Lanka

If you are a dynamic individual with experience and career aspirations to further an advanced career in secretarial function, this is the ideal opportunity for you.

Job Accountabilities

- Maintain the schedule for the Senior AGM by coordinating and arranging meetings, conferences and all other travel arrangements
- Liaise effectively with internal divisions / departments and external organizations on behalf of the Senior AGM
- Screen and direct phone calls and manage the correspondence efficiently
- Coordinate and manage all documentation activities including taking minutes and preparing reports
- Assist the bancassurance operations team in all other related activities

Job Specifications

- Secretarial or Administrative qualification from a recognized institution
- Minimum of three (03) years working experience in a similar capacity
- Should possess an excellent command of English - Both oral and written
- Should have good PR and communication skills
- Should be fully conversant in Microsoft Word, Excel, Outlook (email) and internet

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



HEALTHIER. LONGER.
BETTER LIVES