



BRANCH COORDINATOR (SALES SUPPORT OFFICER) **Matara, Akuressa, Malabe/Athurugiriya, Nugegoda**

At Janashakthi Life, our purpose is to uplift the lives and empower the dreams of our employees, customers and stakeholders. Our team of professionals remain dedicated in their efforts to be the benchmark in customer service excellence, enabling our organization to go from strength to strength. That's why we are excited to see Janashakthi's journey of success take flight with new energy and new ideas.

If you share our passion of being a light that brightens the lives of others, then we are looking for YOU!

Job Profile

You will mainly be responsible to support our sales teams in achieving the respective branch targets, overall sales and company objectives, while serving our customers..

Key Duties & Responsibilities

- Oversee overall branch administration activities.
- Documentation checking ,dispatching and report generation.
- Direct responsibility for cash handling and banking.
- Liaise with other support departments to better meet operational requirements.
- Maintaining the agreed level of service standards from a company and customer perspective.

Qualifications & Experience

- Passed the GCE O/Level Examination with Credit or upper pass for Mathematics & English Language.
- Passed the GCE A/ Level Examination with minimum 2 passes.
- Part or pursuing Professional qualification in Finance/Insurance.
- Good knowledge in MS office, MS Excel.
- Previous experience in a similar capacity will be an advantage.
- Good communication skills.
- A self motivator and good Team player.

Please email your detailed Curriculum Vitae together with the names and contact details of two non-related referees to reach us on or before **8th July 2021** to careers@janashakthi.com. Please indicate the Job Title & Branch on the subject line of the email

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**Uplifting Lives,
Empowering Your Dreams**