



BRING YOUR [AMBITION] TO LIFE

Junior Executive / Executive – Moratuwa Regional Office AIA Sri Lanka

This is an ideal opportunity for those who wish to take a challenge with a view to advance your career in the area of Insurance whilst ensuring a smooth functioning of the branch operations and administration.

Job Accountabilities

- Ensure completeness and business quality parameters are met for new business generation
- Generating reports such as KPI, persistency, productivity, activity, MDRT status etc. on a daily / monthly basis
- Ability to manage and develop a dynamic sales team to achieve the regional / branch targets
- Supporting Branch Manager by coordinating events and sales meeting presentations
- Performing other responsibilities and duties periodically assigned by Branch Manager in order to meet operational and other business requirements

Job Specifications

- A sound educational background
- Minimum of three years experience in the similar capacity
- Planning and organizing skills
- Computer literacy, especially MS Office applications such as PowerPoint, Word, and Excel
- Results oriented and self-motivated individual
- Good relationship skills and excellent oral and written 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