



**Let's care for tomorrow**  
**For taking on new opportunities...**

#### LIFE INSURANCE

### Personal Assistant ( C level reporting)



We are seeking a very focused , methodical and versatile personality who can carry herself as a very confidential & accountable supporting assistant to the C level responsibility holder.

#### Key responsibilities

- effective management of supervisor's calendar and provide physical and virtual meeting scheduling assistance as required.
- ensure smooth coordination and communication on meeting notes & ,drafting business communication notes.
- Manage all secretarial work in compliance with organizational rules and regulations up keeping the values of the role.

#### Key Benefits

A rewarding career coupled with multinational experience ,advanced training opportunities and attractive remuneration package

**Join Allianz. Let's care for tomorrow.**

#### Apply now

[Careers-life@allianz.lk](mailto:Careers-life@allianz.lk) (Please mention the post you apply on the subject bar of the email and send us your CV on or before 31<sup>st</sup> July 2021)



**Level**  
**Assistant Manager**

#### Key requirements

- A record with a great career history handling a role in similar capacity.
- Degree or Diploma in administration or management or any professional qualification in the field of secretarial would be advantageous.
- Ability to work with minimum supervision.
- Strong communication skills in both Sinhala/Tamil and English languages.
- Self-motivated character with strong interpersonal skills and multitasking ability.
- A strong personality who can uphold the key values of integrity, confidentiality and the work ethics.

