



YOU CAN CHOOSE TO BE A PART OF A GREAT TEAM

LOOKING FOR PEOPLE WITH PASSION

Softlogic Life won Asia's Innovation of the year Award at the prestigious Asia Insurance Awards Singapore 2015. It's also listed among the Top 25 Best Companies to Work for in Sri Lanka. With an employee base of 1,800 across 80 Branches Island wide, we are a part of one of Sri Lanka's most dynamic conglomerates the "Softlogic Group". We are also the fastest growing insurance company in the country, driven by a very flexible, caring and an open culture with innovation at its heart. The Softlogic Life team which is young and dynamic is our greatest asset.

If you are a self-driven, passionate individual with hunger for success, you are a perfect fit to our team.

INSURANCE SERVICE ASSISTANT – NUGEGODA

JOB ROLE

- Receiving functions in the branch
- Preparing documents to sales support division
- Maintaining record and updating systems
- Maintaining registry for all documents related to branch operations
- Customer service

QUALIFICATION

- Passed in GCE A/L's
- Excellent communication skills in English / Sinhala
- Excellent computer literacy (Word, Excel & PowerPoint)
- Attention to detail

All applications will be treated with confidentiality. Please e-mail your CV to careers@softlogiclife.lk with names and addresses of two non-related referees mentioning the position applied for in the subject line, within 10 days of this advertisement.

Head of Human Resources,
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Visit www.softlogiclife.lk or www.facebook.com/SoftlogicLife to learn more about our values, our history and our brand.

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