

Insurance Service Assistant Karapitiya

JOB RESPONSIBILITIES

- Receipting functions in the branch
- Preparing documents for sales support division
- Maintaining record and updating systems
- Maintaining registry for all documents related to branch operations
- Servicing customers

QUALIFICATIONS

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

Forward your CV to careers@softlogiclife.lk

Softlogic Life ranked among Asia's Best Workplaces in 2021 and is the only company to be listed under Forbes Asia's 200 best companies under \$1Bn in 2019. Softlogic Life is the youngest brand in the history to have won Brand of the Year at the Effie Awards 2019

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