



VACANCY

Insurance Service Assistant Chilaw

Responsibilities

- Providing administrative assistance to the branch operations
- Preparation of documents for Sales Support Division.
- Maintaining registry for all documents related to branch operations
- Answer inbound calls and provide high levels of customer service

Qualifications

- Completion of GCE A/L's with good results
- Sound knowledge in MS office applications (Word and Excel)
- Excellent communication skills in English & Sinhala
- Language proficiency in Tamil is an added advantage

Forward your CV to
Careers@softlogiclife.lk

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