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Coordinator – Premier Agency Circle AIA Sri Lanka

If you are a dynamic individual with experience and career aspirations to further an advanced career as a coordinator, this is a great opportunity for you. The selected candidate will be responsible for assisting the Senior Assistant General Manager for all the activities and events of the department whilst ensuring the smooth operation of the unit

Job Accountabilities

- Coordinating events & daily activities such as sales meeting, presentations, etc
- Preparing daily, weekly and monthly reports based on the activities of the unit
- Preparing and disseminating Management Information (MI) required by the management
- Performing other responsibilities and duties periodically assigned by Assistant General Manager in order to meet operational and other business requirements of the province

Job Specifications

- Diploma in Business Management
- Minimum of 2 years working experience in similar capacity
- Proficiency in Microsoft Office applications (Specially in Excel)
- Excellent analytical skills
- Excellent written and verbal communication skills and good interpersonal skills
- Ability to work in pressurized situations to meet required deadlines

If you are interested, send your CV to lke_vacancies@aia.com

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