



VACANCY

Insurance Service Assistant Negombo

Responsibilities

- Receipting functions in the branch
- Preparing documents for Sales Support Division
- 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 & Power Point)
- Attention to detail

Forward your CV to

Careers@softlogiclife.lk

Softlogic Life is the only company to be listed under Forbes Asia's 200 best companies under \$1Bn in 2019 & the youngest brand in history to have won Brand of the Year twice in a row at the Effie Awards (2019 & 2021)

softlogic
LiFE

