



VACANCY

Executive – Call Center

Responsibilities

- Handle all incoming/outgoing calls related to life / health inquiries
- Follow up on customer calls whenever necessary & respond to emails
- Manage and resolve customer complaints
- Maintain positive relationship with clients and coordinate with other departments all the time

Qualifications

- Successfully completed G.C.E. Advanced Level
- Excellent communication skills in English/Sinhala is a must (spoken & written)
- Communication skills in Tamil language will be an added advantage
- Excellent computer literacy (Word, Excel, PowerPoint)
- More than 2 years experience in a call center in a reputed organization will be added advantage
- Willingness and ability to work on shift basis including weekends as well

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)

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