



VACANCY

Insurance Service Assistant Negombo

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

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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