

A graphic illustration featuring a megaphone on the left and an office chair on the right, both in shades of purple and pink. A large, pink, speech-bubble-like banner is positioned between them, containing the word 'VACANCY' in large, bold, white letters with a slight shadow effect. The background is a dark purple with various geometric shapes like circles, squares, and lines scattered around.

VACANCY

Executive Distribution Department

Responsibilities

- Involving in complaint handling process.
- Drafting letters and official communications.
- Preparing investigation summaries.
- Involving in complaint resolution process.
- Preparing monthly work summaries.
- Assisting in arranging inquiries and discussions.
- Conducting day-to-day operations of the department.

Qualifications

- A Bachelor's Degree in business management or a related field and /or a professional qualification.
- Minimum 2-3 years of relevant experience.
- Prior experience in a similar job role in the insurance industry will be an added advantage.
- Ability to multitask and work independently by prioritizing the daily work tasks/ deadlines.
- Exceptional Interpersonal, organizational, and communication skills (written and verbal).

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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