

A graphic 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 bold, white, uppercase letters. The background is a dark purple with various geometric shapes and lines.

# VACANCY

## Insurance Service Assistant Seeduwa

### 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 answer high levels of customer service

### Qualifications

- Completion of G.C.E. A/Ls with good results
- Sound knowledge in MS office application
- Excellent communication skills in English & Sinhala
- Language proficiency in Tamil is an added advantage

Forward your CV to  
**Careers@softlogiclife.lk**

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