

BUSINESS COORDINATOR CBD (LIFE)

As Sri Lanka's national insurance services provider and the country's largest and Strongest Life insurance provider, Sri Lanka Insurance Corporation Life Limited is backed by decades of industry expertise and the most experienced insurance sector technical knowledge base in the country.

Join the team of highly qualified and most experienced insurance professionals in the country to experience unparalleled opportunities for career growth and personal development opportunities within a performance driven culture.

Job Duties & Responsibilities;

- Ensure smooth process in time assisting /coordinating with relevant parties & update records.
- Effective coordination of planning meetings with both internal and external parties, preparing papers and provide documents.
- Preparing business reports/analytical reports and any other reports requested by the HOD and the brokers.
- Coordination directly with all internal stakeholders and brokers, to update relevant information and vice-versa and maintaining proper record keeping enabling easy access.
- Timely attendance to all daily correspondence and respond on time.

Qualifications & Pre – requisites;

- Passed G.C.E. O/L with minimum 06 subjects including Mathematics & Sinhala/Tamil & G.C.E (A/L) with 3 main subjects. Part qualification in Management/ Finance/ Insurance will be a definite advantage.
- Experience in a similar role with 1-2 years of experience & exposure in the insurance industry will be an added advantage
- Organising, Communicating, Positive thinking, Interpersonal relations, Team work
- Sound knowledge in MS office, Communication & presentation skills and PR Skills.
- Ability to work under pressure, Punctuality, Knowledge sharing, willingness to take Initiative and accept responsibilities
- Communication in Sinhala and English languages are mandatory. Tamil will be an added advantage.

If you believe you possess the above qualifications & experience, send in your CV along with the names of two non – related referees within 07 days of this advertisement to the address given below, stating the post applied for on the top left corner of the envelop or e-mail it to jobs@srilankainsurance.com stating the post applied for on the subject line.

Deputy General Manager – HR & ADMINISTRATION

Sri Lanka Insurance Corporation Life Limited, No 21, Vauxhall Street, Colombo 02.
Company Registration Number: PB 286362

