



# VACANCY

## Junior Executive Sales Support Unit

### Responsibilities

- Advisor Onboarding
- Bank Account Changes and Agent Profile Modifications
- Reporting Changes and Re- designations
- Update New Branch Codes
- Support to process branch transfers as and when required.

### Qualifications

- Successfully completed G.C.E. Advanced Level
- More than 1 years experience in a reputed organization will be added advantage
- Sound knowledge of MS office
- Good communication skills, both verbal and written in English/Sinhala
- Reading or completed degree / professional qualification from a recognized university would be an added advantage

Forward your CV to

**Careers@softlogiclife.lk**

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