



VACANCY

Executive Distribution Administration Responsibilities

- Handling documentation related to recruitments and resignations.
- Preparing monthly performance and work summaries.
- Carrying out administrative tasks related to the division.
- Maintaining employee records/ files.
- Assisting in arranging meetings, trainings and other special programs.
- 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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