



# 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**

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