

# VACANCY

## Associate - Branch Operations (Makola)

Are you looking to start your career at "A great place to work"?  
If so, come join our record-breaking sales team for an exciting  
new journey!

### JOB PROFILE

- Provide administrative assistance to the branch operations
- Prepare documents for the Sales Support Division
- Maintain the registry for all documents related to branch operations
- Answer inbound calls while ensuring a high level of customer service

### ELIGIBILITY CRITERIA

- Completion of G.C.E. A/Ls with good results
- Sound knowledge of MS Office applications
- Excellent communication skills in English & Sinhala

**-We also welcome applications from school leavers who are eager to kick-start their careers**

Please mention the position along with the preferred location in the email subject line.

Forward your CV to  
**[careers@softlogiclife.lk](mailto:careers@softlogiclife.lk)**

Softlogic Life Insurance PLC is a licensed life insurer under the regulation of the Insurance Regulatory Commission of Sri Lanka (IRCSL).

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**Life**



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