

ENTER THE REWARDING WORLD OF INSURANCE!

People's Insurance PLC is a fast growing business entity in the insurance sector, achieving benchmark industry standards with high profitability and serving a premier portfolio of customers. In order to strengthen the growth and stability, the Company is in search of a purpose-driven dynamic person who could further build upon the hard-earned reputation of reliability, trust and unparalleled service by passionately working towards meeting the objectives of respective department functions.

Clerical -Sales Administration

Location - Head Office, Colombo 5

Key Responsibilities

- Approving system access
- Sending fixed asset verification sticker photos
- Attending to sales inquiries and queries
- Approving leasing and finance codes creations.
- Handling NST customer complaint feedback
- Submitting sales coordination reports for the technical department
- Preparing reports on request
- Scheduling training and meetings as requested by the CEO and HOO
- Create user manuals or process documentation as needed.

Applicants should possess the following

- GCE O/L and A/L with minimum 3 passes.
- Prior work experience in similar functions or similar role in a recognized institution will be an added advantage
- Ability to work under pressure and adhere to constant and challenging deadlines.
- Well organized and easily adopt to changes.
- Active team player

An Attractive remuneration package together with the opportunity for further advancement in a team-driven business scenario awaits the selected candidate.

If the above position interests you and if you feel that you have it in you to meet these expectations, please forward a complete resume with contact details of two non-related referees within 10 days of this advertisement to the following address.

Only those who possess the above qualifications should apply.

Email : careerspeoplesinsurance@plc.lk

(Mandatory to specify the designation that you wish to apply as the subject of the e-mail)

A member of People's group

