



## ENTER THE REWARDING WORLD OF INSURANCE!

We, 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 IT system Access Unit.

### Staff Assistant - IT System Access Unit

#### Core Functions

##### **Administrative Duties**

- Access Requests Management: Provide relevant access for employees as directed by the management.
- Record Keeping: Maintaining logs of access requests, approvals, and denials for compliance and auditing purposes.
- Collaborating with HR, IT, operations, underwriting and sales teams to manage access needs.
- Ensure system security while maintaining efficient operations

##### **System Management**

- System Updates: Coordinating with IT teams to ensure the access control systems are updated and functioning.
- Troubleshooting: Addressing technical issues or errors related to access control.
- Preparing reports for management on access-related metrics, such as incidents and compliance issues.

#### **Applicants should possess the following**

- G.C.E O/L with six passes with Mathematics and English & G.C.E A/L three passes
- Good communication skills (Writing and speaking skills in English)
- Active team player
- Knowledge about MS Office packages is mandatory
- Willing to learn relevant functions
- School leavers from Colombo and suburb areas are invited to apply

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 5 days of this advertisement to the following address.

Only those who possess the above qualifications should apply.

Email : [careerspeoplesinsurance@plc.lk](mailto:careerspeoplesinsurance@plc.lk)

**(Please specify the designation as the subject of the e-mail)**

A member of People's group

