



## 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 administrative functions.

### **Office Assistant** **Location- Head Office**

#### **Responsibilities**

- Assist paperwork and office maintenance.
- Performing general office clerk duties.
- Organize refreshments various Management meetings.
- Provide support during company events, meetings, trainings when required.
- Any other duties assigned by the Management.

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

- G.C.E O/L with Simple passes for Mathematics and English
- Reliable and Trust worthy
- Ability to read and write simple English would be an added advantage
- Pleasing personality
- Male, age below 25 years'
- Willing to work late hours
- Time management skill

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](mailto:careerspeoplesinsurance@plc.lk)

(Please quote "**Office Assistant**" as the subject of the e-mail)

A member of People's group

