



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.

## Personal Assistant / Coordinator to Head of Operations

### Head Office

#### Key Responsibilities and Tasks

- Monitoring and evaluating Branch Underwriters' Performance.
- Branch Coordination.
- Arranging and coordinating management meetings.
- Taking minutes during management meetings.
- Drafting of business letters.
- Handling the Complaint Management Function of the Company.
- Preparation of Business Reports.

#### Applicants should possess the following

- Successful completion of G.C.E (O/L) and G.C.E (A/L).
- 2-3 years' experience in similar functions and capacity.
- Proficiency in written English.
- Multitasking skills.
- Sound knowledge on MS Office Package.
- Sinhala typing skills would be an added advantage.

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.

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

(Please specify "Personal Assistant/ Coordinator to Head of Operations" as the subject of the e-mail)

A member of People's group

