



## 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 /Executive-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 CEO reports on request
- Scheduling training and meetings as requested by the CEO and HOO
- Submitting the weekly renewal plan to the HOO
- Sharing P&L details.
- Prepare/ present sales admin related MIS reports for Management review monthly basis.
- Ensure zero target related issues
- Timely provision of MI reports for management review
- Create user manuals or process documentation as needed.
- Prepare reports to the Board of Directors and Management when require by the management.

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

- Preferred a degree in business administration or any other relevant field.
- A Diploma in Business Analysis from a reputed institute in IT.
- GCE O/L and A/L with minimum 3 passes.
- Qualification in CMA will be an added advantage.
- More than 4 years of work experience in similar functions or similar role in a recognized institution.
- Ability to work under pressure and adhere to constant and challenging deadlines.
- Well organized and easily adopt to changes.

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

A member of People's group

