

## **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 record breaking results and serving a premier portfolio of customers. In order to strengthen the growth and stability, the Company is in search of purpose-driven dynamic professional who could further build upon the hard-earned reputation of reliability, trust and unparalleled service by passionately working towards the objectives of the respective department functions.

### **Staff Assistant Grade II at**

### **Motor Claims / Fire & Miscellaneous /Non Motor Claims**

### **Location –Head Office**

#### **Responsibilities**

- To provide administrative and clerical support to Senior staff members.
- Customer call handling.
- Handling walking customers (Front counter).
- Effective numerical skills & ability to think analytically with proper attention to detail.
- Any other responsibilities assigned by the management.

#### **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 will be an added advantage
- Eager to learn and “can do” attitude
- School leavers are encouraged to apply
- Preference will be given to candidates residing in close proximity to Colombo

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**

