



# VACANCY

## Insurance Service Assistant Havelock

### Responsibilities

- Providing administrative assistance to the branch operations
- Preparation of documents for Sales Support Division
- Maintaining registry for all documents related to branch operations
- Answer inbound calls and answer high levels of customer service

### Qualifications

- Completion of G.C.E. A/Ls with good results
- Sound knowledge in MS office application
- Excellent communication skills in English & Sinhala
- Language proficiency in Tamil is an added advantage

Forward your CV to

**Careers@softlogiclife.lk**

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