

# Join us

## As we embark on a journey to the top...

A fully-owned subsidiary of Richard Pieris & Company PLC, one of Sri Lanka's largest and most successful diversified blue-chip conglomerates with a history of almost 90 years, 50 subsidiary companies and 25,000 employees, Arpico Insurance PLC is a prominent and respected Life Insurance Company that stands among the top 10 Life Insurers of Sri Lanka.

Arpico Insurance PLC is a Company that is dedicated to build an open, inclusive workplace that offers continuous opportunities for professional & personal development and progression. In line with our growth strategies focused on enhancing our geographical footprint, product portfolio, service offering and customer experience, we are on the lookout for dynamic, motivated and talented individuals with a 'can do' attitude to join our team.



## COORDINATOR- TRAINING & DEVELOPMENT CENTRE

### Job Profile

- Coordination of training functions with the branch network and the sales force
- Corresponding with external / internal stakeholders for nominations and enrollment
- Compiling of trainers evaluations and feedback for reviews and analysis
- Handling the finance of the department; arranging payments, handling petty cash, settling bills, liaise with Finance Department etc.
- Maintaining records & providing required information to the management team
- Arrange training venues and logistics based on the requirements
- Good work attitude with high inter personal skills
- Possess good verbal communication skills in English and Sinhala / Tamil
- Need to be a team player
- Be computer literate with MS Office package and presentation skills will be advantageous

### Qualification & Experience

- Possess a sound academic background with G.C.E.(A/L)
- Previous experience in coordinating with internal and external service providers and resource personnel
- Work experience in academic institute. or a training center or a sales team may be an added advantage

The selected candidate will be compensated in par with the industry standards based on qualifications and experience. A great opportunity to be part of a dynamic and an evolving Group of Companies for the right candidates.

Please forward your updated resume within 07 days of this advertisement, along with the contact details of two non-related referees, via email to [careers@arpicoinsurance.com](mailto:careers@arpicoinsurance.com), indicating the position applied for on the subject line of the email.

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Reg.No. PB4739PQ

Arpico Insurance PLC is an equal opportunity employer.

A Life Insurance Company regulated by the Insurance Regulatory Commission of Sri Lanka. All applications will be treated with the highest confidentiality.

A RICHARD PIERIS GROUP COMPANY

