



VACANCY

Insurance Service Assistant Central Monitoring Unit

Responsibilities

- Involving in contract management process (Resignation/Terminations of insurance advisors)
- Involving the due recovery process of insurance advisors.
- Involving in payment management process (Payment returns, delaying deposit, cancellations, etc...)
- Maintaining MIS/Documentation.

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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