

## JOIN OUR DYNAMIC TEAM

A P P L Y N O W !

We believe in developing careers through varied exposures. It is our aim to provide growth opportunities for the right talent. In this quest, you now have the opportunity to grow and contribute to an organization that is geared for success.

### Administration Assistant (Grade II)

#### Job Role

- Handling utility and other payments and attending to resolve issues related to them.
- Being responsible for company vehicles and related maintenance.
- Managing the purchase of printed items and stationery.
- Managing company visiting cards and rubber stamps.
- Coordinating with internal and external parties regarding admin matters, obtaining necessary approvals, and proceeding with related payments.
- Maintaining and updating complaints received through the OASYS system.
- Attending to all other general maintenance works in the company.
- Supporting the day-to-day operational work of the department.
- Assisting in the administration of fixed assets in the company.
- Required to visit branches as necessary.

#### Job Pre-Requisites:

- Completion of G.C.E. A/L.
- The completion of insurance-related qualifications will be an added advantage.
- Minimum of 1-2 years of experience in the Insurance Industry with a minimum of 6 months of experience with adequate exposure in a similar capacity.
- Strong communication and interpersonal skills.
- Proficiency in Microsoft Office applications is required (Excel, PowerPoint, and Word).

If you believe you are the right person we are looking for, forward your complete resume together with contact numbers and the names of two non-related referees to reach us within 10 days of this advertisement by email to [shashika.jeevanthi@hnbgeneral.com](mailto:shashika.jeevanthi@hnbgeneral.com) (State the position applied on the subject line)