

BUSINESS COORDINATOR BANCASSURANCE LIFE (SLICLL)

As Sri Lanka's national insurance services provider and the country's largest and Strongest insurance provider, Sri Lanka Insurance Life is backed by decades of industry expertise and the most experienced insurance sector technical knowledge base in the country.

Join the team of highly qualified and most experienced insurance professionals in the country to experience unparalleled opportunities for career growth and personal development opportunities within a performance driven culture.

Key responsibilities ;

- Act as the key contact point between all stakeholders and ensure clear communication between all parties involved, including clients, sales officers, and bank staff.
- Assist in recruiting new staff for the Bancassurance – Life department and facilitate their on boarding process.
- Coordinate training programs for new and existing employees to ensure they understand both banking and insurance products.
- Manage HR records, attendance, leave requests, and other administrative tasks related to HR.
- Assist in gathering and organizing all necessary documentation for the underwriting process.
- Maintain accurate records of policy applications, approvals, and rejections.
- Generate regular reports on departmental activities, performance metrics, and outcomes.
- Schedule and coordinate meetings between bank staff, insurance agents, and other stakeholders.
- Address client queries and provide information about Bancassurance - Life products and lodge & follow up any comments or complaints from clients regarding Bancassurance services.
- Maintain & organize records of all transactions, communications, and documentation and general administrative support to the Bancassurance- Life team as needed.

Qualifications/Pre-requisites/Requirements for the position;

- Passed G.C.E A/L with 03 Main Subjects in one sitting (excluding General English & Optional Subjects) AND Passed G.C.E O/L with Credit passes for Mathematics/ English, Sinhala / Tamil (within two sittings).
- 1 to 2 years work experience in Sales or Dept Coordination.
- Effective communicator in Sinhala & English (Tamil will be an added advantage).
- Experience in MS Office package (Word/ Excel/ Power Point).
- Should have Analytical ability /Pleasing Personality with go-getter attitude /A team player.
- Age below 25 years.

If you believe you possess the above qualifications & experience, send in your CV along with the names of two non – related referees within 07 days of this advertisement to the address given below, stating the post applied for on the top left corner of the envelop or e-mail it to jobs@srilankainsurance.com stating the post applied for on the subject line.

Deputy General Manager – HR & ADMINISTRATION
Sri Lanka Insurance Corporation Life Limited, No 21, Vauxhall Street, Colombo 02.
Company Registration Number: PB 286362

