

LOLC General Insurance Company PLC is among the largest General Insurance Companies in Sri Lanka and a subsidiary of LOLC group which is Sri Lanka's largest multinational conglomerate. LOLC General Insurance provides unique opportunities to work in a challenging and rewarding work environment. We are currently looking for a dynamic and result-oriented professional to fulfill the following position.



JOB FUNCTIONS

- 1. Collect cash from field officers / customers and deposit accurately complying company guidelines and practices
- 2. Handle petty cash and IOU accurately
- 3. Record all transactions timely and accurately according to company guidelines and practices
- 4. Ensure smooth back office operation of the service centre while adhering to laid down company policies, procedures and practices
- 5. Pleasantly deal with customers to ensure satisfaction

QUALIFICATIONS AND EXPERIENCE

- 1. Minimum one (01) year working experience in cashiering
- 2. Successful completion of G.C.E A/L examination
- 3. Part or full qualification in AAT
- 4. Age should be below 30 years
- 5. Fair knowledge in computer literacy (MS Office package)
- 6. Strong interpersonal skills
- 7. Willingness to work long hours



