

## ENTER THE REWARDING WORLD OF INSURANCE!

We, People's Insurance PLC is a fast growing business entity in the insurance sector, achieving benchmark industry standards with high profitability and serving a premier portfolio of customers. In order to strengthen the growth and stability, the Company is in search of a purpose-driven dynamic person who could further build upon the hard-earned reputation of reliability, trust and unparalleled service by passionately working towards meeting the objectives of respective department functions.

### Staff Assistant - Administration Head Office

#### Responsibilities

- Ensure smooth day-to-day office operations, including maintaining supplies and overseeing facility management
- Maintain accurate filing systems, both digital and physical, for easy retrieval of documents.
- Provide an uninterrupted service to Internal Customers with related to administration requirements without any delay.

Apart for the above, responsible to handle all the other work of Administration Department in absence of respective officers.

#### Applicants should possess the following

- GCE O/L with credit passes for Mathematics and English.
- School Leaver / Minimum 01 years' work experience in Administration or related stream.
- Be a good Team Player with an ability to coordinate with Staff and work independently.
- Ability of completing the task at a given time period.
- Attention to detail and problem-solving skills
- Be pleasant and should be with a positive attitude.

An attractive remuneration package together with the opportunity for further advancement in a team-driven business scenario awaits the selected candidate.

If the above position interests you and if you feel that you have it in you to meet these expectations, please forward a complete resume with contact details of two non-related referees within 10 days of this advertisement to the following address.

Only those who possess the above qualifications should apply.

Email : [careerspeoplesinsurance@plc.lk](mailto:careerspeoplesinsurance@plc.lk)

(Please specify the designation that you wish to apply as the subject of the e-mail)

A member of People's group

