

JOIN OUR DYNAMIC **AGENCY DISTRIBUTION** TEAM

Internship – Branch Operations

Head Office

JOB DESCRIPTION:

The person will be responsible to Provide operational support to the branches across Union Assurance by engaging with them on a continuous basis

REQUIREMENTS:

- Undergoing a degree in Administration/Management/ from a recognized University/ Institute.
- Sound communication skills and ability to read, write, speak and understand English and Sinhala
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint).
- Ability to work under minimum supervision, multi-task and work under pressure.

SEND YOUR CVs

To Careers@unionassurance.com

*By applying, you consent to the processing of your personal information for recruitment purposes and acknowledge that reference checks may be conducted.



The John Keells Group is an equal opportunity employer and we invite applications from all suitably qualified individuals to join our team.