



MBSL Insurance Company Limited (MBSLI) is a subsidiary of Merchant Bank of Sri Lanka & Finance PLC which is subsidiary of Bank of Ceylon, the largest state bank in Sri Lanka. MBSLI, powered by its parent company is now geared to mark an unprecedented success in its journey of insurance with a strong dedicated team to assure all stakeholders an unparalleled reputation in reach of highest expectations.

At present, the Company is in a rapid expansion process. To steer our expanding operation, we are in search of suitable candidates with proven track records for the following position. You are invited to witness the success story of MBSLI and drive the company to greater heights. If you feel that you are the ideal candidate, join hands with us!

OFFICE ASSISTANT (MALE)

We are looking for young, dynamic, energetic and self-motivated team players who are willing to pursue a career in insurance. Here's your opportunity to join the winning team and achieve greater heights in your profession.

Key Job Role & Responsibilities:

- Assist with general administrative and clerical tasks
- Maintain records and ensure accurate documentation
- Oversee inventory and ensure smooth operations
- Support basic financial tasks

Profile:

- ✓ A/L Qualification (minimum requirement)
- ✓ Previous experience in an administrative role is an advantage
- ✓ Basic computer literacy (MS Office, Email, etc.)
- ✓ Good communication, negotiation and interpersonal skills
- ✓ A good team player and the ability to work independently
- ✓ Age below 35 years, who can join immediately is preferred
- ✓ School leavers are encouraged to apply
- ✓ Processing of license to ride a motorbike is mandatory

Locations: MBSLI Head Office

Attractive remuneration packages with other fringe benefits will be offered to right candidates who meet the Qualification, Experience and other assessment factors.

Suitable candidates are encouraged to submit the CV's to the following email address indicating the location.
(careers@mbslinsurance.lk)

* Only shortlisted candidates will be notified.