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Explore the World of LOLC with a Global Mindset

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.

Receptionist / Executive - Public Relations **(LOLC General Insurance Head Office)**

The Role

- Serve visitors by greeting, welcoming and directing them appropriately
- Answer, screen and forward any incoming phone calls while providing basic information when needed
- Update appointment calendars and schedule meetings/appointments
- Perform other clerical receptionist duties such as provide general administrative and clerical support, prepare correspondence and documents
- control inventory relevant to reception area

The Profile

- Should have successfully completed the G.C.E. (A/L) examination and females preferred, Age should be 22 - 35 years of age
- **Minimum of 02 - 04 years' experience in Public Relations / Customer Service is mandatory**
- Insurance Industry work experience would be a distinct advantage
- Be pleasant personality with an excellent command of both English and Sinhala is essential. Knowledge of Tamil would be an advantage
- A Degree/Diploma in insurance or an equivalent academic qualification will be an added advantage
- Be able to work under pressure and handle multiple duties at a given time
- Ability to be resourceful and proactive in dealing with issues that may arise daily basis
- Be excellent in PR skills with good analytical skills and computer literacy

YOU MAY BE THE PERSON WE ARE SEARCHING FOR!

* Interested candidates should e-mail us their resumes along with colour photograph of yours with names of 2 non-related referees within 7 days of this advertisement to careers@lolcgeneral.com indicating "**Receptionist / Executive - Public Relations**" in the subject line of the e-mail.