

JOIN OUR DYNAMIC TEAM



Administration Assistant

Administration Division

Job Role

- Handling utility and other company-related payments, including resolving any associated issues promptly.
- Overseeing the maintenance and servicing of company vehicles.
- Managing the procurement of printed materials and stationery.
- Coordinating the preparation of company visiting cards and rubber stamps.
- Liaising with internal departments and external vendors on administrative matters, securing necessary approvals, and ensuring timely payments.
- Maintaining and regularly updating complaints received through the OASYS system.
- Attending to general maintenance requirements across the company.
- Supporting the department's daily operational activities.
- Assisting in the management and administration of company fixed assets.
- Traveling to branch offices as required.

Job Pre-requisites

- Successful completion of G.C.E. Advanced Level (A/L); school leavers are encouraged to apply.
- Possession of insurance-related qualifications will be considered an added advantage.
- Excellent communication and interpersonal skills.
- Proficiency in Microsoft Office applications (Excel, Word, PowerPoint) is essential.

Send your CV including contact details of two non-related referees to careers@hnbgeneral.com within 05 days of this advertisement.

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