

# Join us

As we embark on a journey to the top...

A fully-owned subsidiary of Richard Pieris & Company PLC, one of Sri Lanka's largest and most successful diversified blue-chip conglomerates with a history of almost 90 years, 50 subsidiary companies and 25,000 employees, Arpico Insurance PLC is a prominent and respected Life Insurance Company that stands among the top 10 Life Insurers of Sri Lanka.

Arpico Insurance PLC is a Company that is dedicated to build an open, inclusive workplace that offers continuous opportunities for professional & personal development and progression. In line with our growth strategies focused on enhancing our geographical footprint, product portfolio, service offering and customer experience, we are on the lookout for dynamic, motivated and talented individuals with a 'can do' attitude to join our team.



## INSURANCE ASSISTANT/OFFICER-LIFE OPERATIONS- HEAD OFFICE

### Job Profile

- Handling new proposals
- Scanning and uploading all documents to the data base
- Timely dispatching of all policies
- Supporting all other underwriting/servicing/claims functions

### The ideal candidates should

- Be between 20-25 years of age
- Ability to work in Tamil will be an advantage
- 1year experience preferred
- Possess excellent communication skills
- Proficiency in MS-Office applications
- The ability to work independently with minimum supervision and be a team player
- Residing in close proximity to Colombo

Please forward your updated resume within 07 days of this advertisement, along with the contact details of two non-related referees, via email to [careers@arpicoinsurance.com](mailto:careers@arpicoinsurance.com) indicating the position applied for on the subject line of the email.

Manager-Life Operations  
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Tel:0112200900  
[www.arpicoinsurance.com](http://www.arpicoinsurance.com)

Reg. No. PB4739PQ

Arpico Insurance PLC is an equal opportunity employer that is a Life Insurance Company regulated by the Insurance Regulatory Commission of Sri Lanka and all applications will be treated with the highest confidentiality.

A RICHARD PIERIS GROUP COMPANY

**ARPICO**  
**Insurance**  
INSURANCE FOR THE LIVING