

ENTER THE REWARDING WORLD OF INSURANCE!

Peoples Insurance has achieved benchmark industry standards with record breaking results and a premier portfolio of customers.

As we continue to expand rapidly, we are in search of young and dynamic people with a flair for exploration and discovery who can work passionately towards the objectives of its Underwriting/ back office operations.

Staff Assistants (Male)

The ideal candidate shall be required to:

- Assist the branch management in effectively carrying out all administrative, customer service and business development functions within the branch.
- Ensure accuracy, courtesy and empathy during all customer interactions thereby delivering an exceptional customer service.
- Promote products and services marketed by the company through cross-selling.
- Assist and engage in verifying, scrutinizing and processing documents and statements.
- Liaise between the company staff and customers to provide an efficient customer service.
- Handle customer complaints in a professional manner in keeping with laid down procedures.
- Ensure compliance with all regulations, policies and procedures whilst maintaining confidentiality at all times.
- Be accountable and responsible for cash and other insurance instruments held under your custody including relevant records and data.
- Maintain a positive demeanor and demonstrate excellence in service, keeping the company's image in mind.
- Serve in the closest Region/District. **Colombo, Horana, Kaduwela, Matale, Anuradhapura, Polonnaruwa.**

Applicants should possess the following:

If you are a School Leaver

- Possess a minimum of three passes at the GCE (A/L) Examination excluding General English.
- GCE (O/L) Examination with credit passes in Mathematics, English and Sinhala / Tamil.
- Below 23 years of age.

Upon completion of successful 6 months training programme, the successful candidates will be confirmed as Staff Assistants and absorbed into the permanent cadre of the company.

If you are a Graduate

- Possess a Bachelor's degree from a recognized local or foreign university or hold an equivalent professional qualification.
- Below 26 years of age.

Upon successful completion of 6-months training programme, the successful graduates will be confirmed and absorbed into the permanent cadre of the company.

An attractive remuneration package together with the opportunity for further career advancement in a team driven corporate culture awaits the right candidate.

If the above position interests you, please forward a complete CV with contact details of two non-related referees within 10 days of this advertisement to the following address.

Email : nadeeshd@plc.lk

(Please quote “**Staff Assistant**” as the subject of the e-mail)