

# Executive – Administrative Coordinator (Operations Division)

At AIA, we don't simply believe in being 'The Best'. We believe in Better - because there's no limit to how far Better can take us.

## Roles and Responsibilities

- Maintain the schedule for the Director by coordinating and arranging meetings, conferences and all other travel arrangements
- Liaise effectively with internal divisions / departments and external organizations on behalf of the Director
- Screen and direct phone calls and manage the correspondence efficiently
- Coordinate and manage all documentation activities including taking minutes and preparing reports

## Candidates are required to have

- Secretarial or Administrative qualification from a recognized institution
- Minimum of three (03) years working experience in a similar capacity
- Should possess an excellent command of English - Both oral and written
- Should have good PR and communication skills
- Should be fully conversant in Microsoft Word, Excel, Outlook (email) and internet

*If you are interested, send your CV to [lke\\_vacancies@aia.com](mailto:lke_vacancies@aia.com)*

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