



## ENTER THE REWARDING WORLD OF INSURANCE!

We, People's Insurance PLC is a fast growing business entity in the insurance sector, achieving benchmark industry standards with high profitability and serving a premier portfolio of customers. In order to strengthen the growth and stability, the Company is in search of a purpose-driven dynamic person who could further build upon the hard-earned reputation of reliability, trust and unparalleled service by passionately working towards meeting the objectives of respective department functions.

### Senior Staff Officer- Administration Location - Head Office

#### Responsibilities

- Payments handling - ensure all the payments handled by Administration Department in effective and efficient manner.
- Handle building rent agreements of Head Office and Branches with regard to renewals, amendments and approvals.
- Duties related to stationary and other stocks maintenance.
- Handling procurements in line with the Company Procurement Policy.
- Responsible for PI archival process & documents scanning process.
- Issuance of Mobile / Data SIMs and handle payments related to them.
- Coordinate for services & repairs of water dispensers, Nescafe machines, printers, cameras etc.
- Arranging staff transport requests for Company Vehicles or outside rented vehicles.
- Provide an uninterrupted service to internal customers with related to administration requirements without any delay.
- Apart for the above, responsible to handle all the other work of Administration Department in absence of respective officers.

#### Applicants should possess the following

- Professional Qualification in Human Resources from a recognized Professional Institute.
- GCE A/L and GCE O/L with credit passes for Mathematics and English.
- Minimum 03 years' work experience in Administration or related stream.
- Be a good Team Player with an ability to coordinate with Staff and work independently.
- Ability of completing the task at a given time period.
- Be pleasant and should be with a positive attitude.

An attractive remuneration package together with the opportunity for further advancement in a team-driven business scenario awaits the selected candidate.

If the above position interests you and if you feel that you have it in you to meet these expectations, please forward a complete resume with contact details of two non-related referees within 10 days of this advertisement to the following address.

Only those who possess the above qualifications should apply.  
Email : [careerspeoplesinsurance@plc.lk](mailto:careerspeoplesinsurance@plc.lk)

**(Please specify the designation that you wish to apply as the subject of the e-mail)**

A member of People's group

