

# VACANCY

## Associate - Branch Operations (Makola)

Are you looking to start your career at “A great place to work”?  
If so, come join our record-breaking sales team for an exciting  
new journey!

### JOB PROFILE

- Provide administrative assistance to the branch operations
- Prepare documents for the Sales Support Division
- Maintain the registry for all documents related to branch operations
- Answer inbound calls while ensuring a high level of customer service

### ELIGIBILITY CRITERIA

- Completion of G.C.E. A/Ls with good results
  - Sound knowledge of MS Office applications
  - Excellent communication skills in English & Sinhala
- We also welcome applications from school leavers who are eager to kick-start their careers**

Please mention the position along with the preferred location in the email subject line.

Forward your CV to  
**[careers@softlogiclife.lk](mailto:careers@softlogiclife.lk)**

Softlogic Life Insurance PLC is a licensed life insurer under the regulation of the Insurance Regulatory Commission of Sri Lanka (IRCSL).

softlogic  
**Life**

Great  
Place  
To  
Work.  
**5**  
YEARS  
**LEGENDS**

By submitting your resume, you confirm and consent to have read, understood, and accepted the Privacy Notice of Softlogic Life at <https://softlogiclife.lk/privacy-notice/> and acknowledge that Softlogic Life Insurance PLC shall process all the information you provide in your resume including personal data to evaluate your candidacy for employment and contact you about potential opportunities. In verification of your personal data, we shall also refer or carry out searches as necessary to/through social media platforms. We will retain your resume for 365 days unless you expressly request deletion or exercise of any of your rights as a data subject.