

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 record breaking results and serving a premier portfolio of customers. In order to strengthen the growth and stability, the Company is in search of purpose-driven dynamic professionals who could further build upon the hard-earned reputation of reliability, trust and unparalleled service by passionately working towards the objectives of the Finance Department functions.

STAFF ASSISTANT GRADE I- FINANCE

Location - Head Office

Responsibilities

- Preparation of MIS Reports for the business segments.
- Provide additional information to the use of the management
- Design and prepare dashboards, presentations using excel and PowerPoint
- Assist the Manager MIS in improving accuracy and the effectiveness of the MIS reports generated through the IT system
- Develop appropriate MIS reports liaising with superior.
- Maintain accurate and reliable source information at any given time for presentation to the Management.
- Work together with the IT department to improve the report generation process.
- Perform any other duties assigned by the management.

Applicants should possess the following

- Fully /part qualification in a professional course in Business Analytics or MIS
- Preferred Degree/Undergraduate or equivalent qualification in business analytics/MIS or relevant area of study.
- Hands on experience in MS Office package
- Prior experience in the insurance industry would be an added advantage
- Analytical skills
- Ability to handle multiple work streams

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

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

Email : careerspeoplesinsurance@plc.lk

Please mention **"Staff Assistant Grade I - Finance"** on the subject line of the e-mail.

(Candidates who possess the above qualifications and experiences are encouraged to apply.

March 9, 2023