

# DOCUMENTATION

# ASSISTANT



## ABOUT US

A market leader in the footwear industry and a pioneer establishment in a diversified business conglomerate invites a qualified, results oriented, self-motivated, and dynamic individuals for the above position .

## REQUIRMENTS:

- Working experience in medical insurance field would be added advantage.
- Age must be between 18 - 26
- Excellent command of English and Sinhala Languages both written and & spoken.
- Should have passed the GCE A/L Examination.
- Should be fully conversant in MS Office package.
- Able to work indepedantly.

Please forward your application quoting two non-related referees, along with your contact details, and a passport sized photograph, within 07 days to the email, [careers@samsoncorporates.com](mailto:careers@samsoncorporates.com)