



Insurance Regulatory Commission of Sri Lanka (Regulator of the Insurance Industry)



Applications are called from suitably qualified self-motivated team players with integrity, self-discipline, ethical conduct and strong interpersonal skills for the Post of Secretary (Front Office) of IRCSL;

Secretary (Front Office) – 1 Post

Key Responsibilities

Manage the reception of IRCSL and perform functions, such as, handling incoming & outgoing calls, correspondence, information requests, receive visitors, schedule meetings and prepare minutes of meetings.

Key Requirements

- Passed 3 core subjects at G.C.E. (Advanced Level) and 6 subjects at G.C.E. (Ordinary Level) with credit passes in English, Sinhala/ Tamil and Mathematics;
- Diploma/Certificate in Secretarial Practices from a recognized institution **AND** Five (05) years related experience in a reputed organization;
- Handling front office activities, possess typing skills, strong communication skills & be computer literate;

General Terms

- Age should be below 40 years at the closing date of applications (Not applicable for applicants from Government Sector);
- Applicants who clearly demonstrate their qualifications will be shortlisted and informed.

An attractive remuneration package awaits the right candidates.

Applications should be made on the prescribed google form in the IRCSL website **www.ircsl.gov.lk** on or before **26th November 2023**.

More information on functions of IRCSL & its divisions / units can be viewed at IRCSL web site mentioned below. If you require further clarification on the application process, please contact the Finance & Administration Division of IRCSL on **011 2396184/9**.

**The Director General,
Insurance Regulatory Commission of Sri Lanka,
Level 11, East Tower, World Trade Centre,
Colombo 01.
Website: www.ircsl.gov.lk**