



FOR THOSE WHO
DARE
Here is your home.

ASSISTANT MANAGER/MANAGER -ADMINISTRATION

We are looking for a result oriented young dynamic personality, who is aspired to excel in the field of Administration . who is willing to drive the team towards achieving the respective objectives and goals to meet the Allianz Services standards.

You'll be responsible to:

- coordinating the general logistic functions of the company.
- sourcing buildings, rent, lease procedures and coordinating with landlords whenever necessary.
- arranging foreign travel requirements for staff and Organizing logistical support for expatriates/foreign employees .
- managing the centralized stores operations , inventory system and acting as a data retention officer for physical record keeping /archiving .
- coordinating with all the branch operation related requirements and designing the processes to increase efficiencies.
- preparing the budgets and expense management for related fields .

Important to your success

- Completion of MBA/Degree related to Business administration .
- Good knowledge in drafting memos and letters for stake holders. .
- 5 years of professional experience with at least 2 years of experience in the same field.
- Excellent communication in all three languages and ability to perform Data analytics using MS Excel/power point

The ideal candidate can look forward to a rewarding career coupled with advanced training opportunities and attractive remuneration package.

Applicants who are interested may send their resumes to careers@allianz.lk on or before 10th of February 2021, mentioning the post you apply on the subject bar of the email.