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MAY 2020 – APR 2021
LKA

HNB Assurance PLC is currently looking for a suitable candidate to fill the following vacancy:

Executive - Life Claims

Job Role:

- Ensure that insurance claims have been paid out to the eligible parties and ensure that the payments made are correct.
- Maintain quality and customer service standards (Benchmarks) and appropriate level of service delivery.
- Provide training and knowledge sharing to the internal staff, field staff and the branch staff.
- Maintain claims records – claims archiving process, providing periodically MIS to relevant parties.
- Assist for processes and systems development.
- Preparation of periodical MIS Reports.
- Perform any other tasks assigned by the Management as and when required.

Job Pre-requisites:

- At least 5 years' experience in the insurance sector in a Life Operations Division and at least two years in Junior Executive capacity in Life Claims.
- Have a sound knowledge in Life Underwriting, Servicing, Claims and insurance products and the legal aspects of claims.
- Completion of A/Ls
- Part qualification in ACII
- Bachelor's Degree/Diploma in Insurance would be an added advantage

If you believe you are the right person we are looking for, forward your complete resume together with contact numbers and the names of two non-related referees to reach us within 10 days of this advertisement by email to hr@hnbassurance.com (state the position applied on the subject line).

