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MAY 2020 – APR 2021

LKA



We believe in developing careers through varied exposures. It is in our aim to provide growth opportunities for the right talent. In this quest you now have the opportunity to benefit from internal opportunities to grow and contribute

## Life Servicing Assistant

### Job Role:

- Clearance of daily physical mail.
- Collecting cheques from Finance.
- Attending to standing orders.
- Handling all types of Life Servicing work items.
- Attending to all types of Tamil Language related tasks in the Life servicing department.

### Job Pre-Requisites:

- Fluency in all three languages, specifically in Tamil language.
- Completion of GCE A/L.
- Certificate in Insurance Practice (IFC) by SLII would be an added advantage.
- Previous working experience in Insurance or Customer care 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@hnbassuranc.com](mailto:hr@hnbassuranc.com) (state the position applied on the subject line).

