

Internal Vacancy Announcement

Expression of interest to join as a Staff Assistant Grade II – Non Motor Claims

Key Responsibilities

- Preparing and maintaining claim files, claim panel papers, salvage panel papers and report appropriately.
- Contact with Assessors, assigned Engineers, Surveyor and loss adjusters when necessary.
- Underwriting of all non-motor insurance claims according to the respective policy conditions, follow-up with outstanding claims, updating reserves etc with a guidance from Senior Officer.
- Claim inspection with professionals.

Expression of interest to join as a Staff Assistant Grade II –Motor Claims

Key Responsibilities

- Handling claim documentation files as guided by Senior staff members
- Handling walking customers (Front counter) and customer calls.
- Effective numerical skills & ability to think analytically with proper attention to detail.

Applicants should possess the following

- G.C.E O/L with six passes with Mathematics and English & G.C.E A/L three passes
- Good communication skills (Writing and speaking skills in English)
- Active team player
- Knowledge about MS Office packages will be an added advantage
- Willing to learn relevant functions

An attractive remuneration package together with the opportunity for further advancement in a team-driven business set-up awaits the selected candidate.

If the above position interest you and if you feel you have it in you to meet these expectations, please email a complete resume with contact details of two non-related referees within 10 days of this advertisement to careerspeoplesinsurance@plc.lk. Please mention “**Staff Assistant Grade II- Motor Claims**” or **Staff Assistant Grade II –Non Motor Claims**” on the subject line of the e-mail.

Human Resources Department