

## **ENTER THE REWARDING WORLD OF INSURANCE!**

We, People's Insurance PLC is a fast growing business entity in the insurance sector, achieving benchmark industry standards with high profitability and serving a premier portfolio of customers. In order to strengthen the growth and stability, the Company is in search of a purpose-driven dynamic person who could further build upon the hard-earned reputation of reliability, trust and unparalleled service by passionately working towards meeting the objectives of respective department functions.

### **Position a) Staff Assistant Grade II – Non Motor Claims- Head Office**

#### Core functions

- 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.

### **Position b) Staff Assistant Grade II – Motor Claims – Head Office**

#### Core functions

- 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.

### **Position c) Staff Assistant Grade II – Fire & Miscellaneous- Head Office**

#### Core functions

- Carrying out functions in issuance of quotations, new policies, endorsements, renewal notices, policy renewals, temporary cover notes in compliance with the given service standards.
- Follow up policy renewals to maintain or exceed the stipulated renewal retention ratio.
- Proper coordination with Reinsurance / Non-Motor Claims department appropriately in handling of documentations.

### **Position d) Staff Assistant Grade II – Motor Underwriting- Head Office**

#### Core functions

- Issuance of quotations and policies of Motor Insurance.
- Handling insurance related document in timely manner.
- Coordination with customers and branch sales staff for follow ups

### **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
- Only male candidates are invited to apply from Colombo suburb areas

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

If the above position interests you and if you feel that you have it in you to meet these expectations, please forward a complete resume with contact details of two non-related referees within 10 days of this advertisement to the following address.

Only those who possess the above qualifications should apply.

Email : [careerspeoplesinsurance@plc.lk](mailto:careerspeoplesinsurance@plc.lk)

**(Please specify the designation that you wish to apply as the subject of the e-mail)**

A member of People's group

