



## 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.

### Junior Executive –Motor Claims

#### Responsibilities

Carrying out functions of outstanding claims, letters of approvals and monitoring partial losses in compliance with service standards

#### Main functions

- Maintaining reserves.
- Coordinate with Motor Engineers.
- Timely assessment and investigation of claims.
- Handling difficult customers & negotiate with them.
- Checking the claim calculation sheet & finalize the claim amount.
- Providing feedback for appeal letters & complaints.
- Printing payment vouchers.
- Informing pending documents to relevant parties.
- Proper coordination with the sales channels and branch underwriters, motor underwriting department mainly and all the other departments and support day today tasks.
- Continuous improvement of knowledge on motor claims practices.
- Managing complaints and handling irritate customers.
- Representing motor claims related meetings.

#### Applicants should possess the following

- G.C.E (O/L) six passes with Mathematics and English compulsory and
- G.C.E (A/L) with a minimum of three passes
- Certificate level qualification in Insurance
- Minimum 03 years insurance related experience
- Knowledge in insurance System & IT
- Ability to work towards deadline, under pressure
- Effective communication skills
- Good interpersonal skills
- Easily adopt to team work culture and possess "Can do" attitude

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 as the subject of the e-mail)**

A member of People's group

