



Internal Vacancy Announcement

Expression of Interest to join as a

Senior Staff Officer - Motor Underwriting Department - Fleet Unit Location- Head Office

Responsibilities

- Issuing fleet quotations
- Filling Tender documents
- Processing Bid Bond
- Entering fleet policies
- Attending to Pre Bid Meeting
- Requesting Co Support from the re insurance department when required.
- Policy alterations / Endorsements
- Submitting not scanned documents to motor claims department
- Granting centralized approvals for System temporary cover note extension, different branch insurance card and duplicates (Card/Cover Note/Debit note/Schedule/Route permit letter)
- Reinstate Laps policies
- Sending premium outstanding letters to customers
- Sending documents to Scanning/Archiving after preparation of policy lists
- Handling payment cheques
- Preparing the relevant reports for Management review.
- Attending to phone calls of branch officers/customers/sales officers
- Handling walk-in Fleet customers

Applicants should possess the following

- ___G.C.E O/L with six passes with Mathematics and English & G.C.E A/L three passes.
- Completed or following insurance exam in recognized institute.
- Preferred a Diploma in Insurance stream.
- 2-3 years' experience in similar capacity
- Good communication skills.
- Active team player.
- Knowledge about MS Office packages will be an added advantage.

If you think that you are a suitable candidate with above qualifications and experience, with a mindset to accept the above responsibilities, kindly forward your duly completed application form attached herewith, along with your CV to Human Resource Department on or before March 17, 2025 through your immediate supervisor with the recommendation. Email address:

darshikac@peoplesinsurance.lk

Human Resources Department