



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 Dept.

Junior Executive –Non Motor Claims Location- Head Office

Key Responsibilities

- Handle and maintain claim files
- Review and validate claim documentation
- Underwrite of all marine claims according to the respective policy conditions, follow-up with outstanding claims, update reserves, follow up with recoveries etc.
- Maintain good communication with clients and intermediaries
- Handle customer inquiries and complaints
- Prepare claim reports
- Proper coordination with all other Departments within the Company in carrying out day to day functions.
- Monitoring in achieving service standards
- Familiar with statutes and regulations and recognize situations when they are to be applied
- Any other responsibilities assigned by the superior/ management.

Applicants should possess the following

- G.C.E O/L six passes with Credits for Mathematics and English
- G.C.E A/L three passes.
- Good communication skills
- Knowledge about MS Office packages
- Minimum 2 years' experience specially in Marine/Liability and other Miscellaneous Claims
- An Insurance Foundation Certificate from the Sri Lanka Insurance Institute (SLII) or any other insurance related qualification will be an added advantage.
- A good team player.

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 5 days of this advertisement to the following address.

Only those who possess the above qualifications should apply.

Email : careerspeoplesinsurance@plc.lk

(Please specify the designation as the subject of the e-mail)

A member of People's group

