

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.

## **Staff Assistant Grade II – PI Counter Underwriter**

**Locations-Maharagama/ Colombo 07/  
Gothatuwa/Homagama/Digana/Ambilipitiya/Gampaha/Kaluthara**

### **Responsibilities**

- Achieve premium income and profitability and other measures in the branch.
- Carrying out the Underwriting and Claims functions within the given guidelines.
- Coordinate with relevant technical departments of Head Office and Administration Department on Branch claims & underwriting matters.
- Assist Risk Surveys, Risk Inspections and on site claim inspections as advised by Head Office Technical Departments.
- Maintain service standards to capture more business and secure renewals.
- Adhere to the instructions given on salvage collection and selling process within the branch.
- Ensure all policies relevant to captive business are obtained adhering to given guidelines.
- Ensure policies are issued on accepted proposals by sending all related documents to Head Office on time and by ensuring Underwriting standards / qualities.
- Ensure smooth claims administration by coordinating with all parties.
- Collect premium on time.
- Send business reports on target achievements on time.
- Analyse loss making customers and trends to ensure profitability of the branches.

Any other Specific duties and responsibilities entrusted by the management / superiors.

### **Applicants should possess the following**

- G.C.E (O/L) with Credit passes in English & Mathematics.
- G.C.E (A/L) with 3 passes.
- Following insurance related exams (SLII) or Indian / UK Insurance exams will be an added advantage.
- Knowledge in MS Office and XL.
- School leavers are encouraged to apply.

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**