



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.

Staff Assistant Grade II-Motor Claims Head Office

Responsibilities

- Handling inquiries coming from over the phone & taking necessary actions by referring high authorities.
- Handling walking customers (Front counter).
- Coordinate with Motor Engineers regarding approvals, part quotations, final bill and customer issues.
- Printing payment vouchers and slips acknowledgements.
- Sending cheques to the relevant branches.
- Proper coordination with sales channels and branch underwriters.
- Proper coordination with motor underwriting department and supporting day today works.
- Effective numerical skills & ability to think analytically with proper attention to detail.

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.
- Active team player.
- Knowledge about MS Office packages will be an added advantage.
- School leavers from Colombo and suburb areas are invited 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

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

A member of People's group

