



ENTER THE REWARDING WORLD OF INSURANCE!

We, People's Insurance PLC is a fast growing business entity in insurance sector, achieving benchmark industry standards with record breaking results and serving a premier portfolio of customers. In order to strengthen the growth and stability, the Company is in search of 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- Fire & Miscellaneous Location- Head Office

Responsibilities

- Carrying out functions in issuance of quotations, new policies, endorsements, renewal notices, policy renewals, temporary cover notes in compliance with the given service standards.
- Follow up policy renewals to maintain or exceed the stipulated renewal retention ratio.
- Follow up premium outstanding and ensure that maximum number of days allowed for each business is not exceeded.
- Follow up pending documentation in respect of policy issuance and ensure that all policies are issued within the given time frame.
- Participate in risk inspections for accurate identification of risk in accordance with the guidelines.
- Provide excellent customer service accordance with the Company requirements in delivering insurance quotations/ products to customers, brokers, agents and sales staff.
- Proper coordination with Reinsurance / Non-Motor Claims department appropriately in handling of documentations.

Applicants should possess the following

- G.C.E O/L with six passes with Mathematics and English
- G.C.E A/L three passes
- Preferred previous experience in insurance industry.
- Should possess insurance product knowledge
- Working knowledge with MS packages/ insurance system.

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

