



## **ENTER THE REWARDING WORLD OF INSURANCE!**

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 UNDERWRITING Head Office**

#### **Key Responsibilities**

- Carry out the assigned functions in the Motor Underwriting Department with the objective of growth and profitability, establishing underwriting discipline and service standards.
- Attending phone call of branch officers/ customers/ sales channels and handling walk-in- customers
- Issuing fleet quotations/ Entering fleet policies/Checking motor proposals
- Policy alteration/endorsement/
- Printing motor policy schedule & debit note (New business)
- Submitting not scanned documents to Motor Claims Department
- Coordinate for centralized approvals such as System temporary cover note extension, different branch insurance card, duplicates (Card/Cover Note/Debit Note/Schedule/ Route Permit letter), laps policy reinstates
- Work on credit calculations, manual cover note book, No Claim Bonus (NCB), Luxury / semi luxury tax update and other mandatory functions as designated.
- Proper coordination with Motor Claims Department to provide all necessary underwriting documents to handle claims
- Proper coordination with all other departments within the Company in carrying out day to day functions
- Continuation improvement of product knowledge on Motor Department products.
- Ensure quality process adherence by following all relevant circulars, memos and guidelines.

#### **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](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

