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MAY 2020 – APR 2021
LKA

HNB Assurance PLC is currently looking for a suitable candidate to fill the following vacancy:

Claims Assistant

Job Role:

- Clearance of daily mail and preparation of daily outgoing mail
- Handling claims correspondence digitally and manually
- Maintaining pending claims
- Attending to various customer requirements related to claims
- Liaising with support services and other departments when handling claims related matters
- Assisting for preparation of periodical claims reports

Job Pre-requisites:

- Completion of G.C.E A/L
- Minimum of one year working experience in the Life insurance industry.
- Completion of foundation insurance qualification will be an added advantage.
- Communication skills in Tamil and English will be an added advantage.

If you believe you are the right person we are looking for, forward your complete resume together with contact numbers and the names of two non-related referees to reach us within 10 days of this advertisement by email to hr@hnbassurance.com (state the position applied on the subject line).

