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MAY 2020 – APR 2021  
LKA

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

## Junior Executive - Payments & Digital COE

### Job Role:

- Ensure that insurance claims have been paid out to the eligible parties and ensure that the payments are made timely and accurate.
- Handle daily mails including mail receiving, job allocation, posting and forwarding the daily mail to the respective authorized person.
- Preparation of claimant correspondence.
- Preparation of periodical reports such as paid outstanding and quarterly retunes etc.
- Maintain quality and customer service standards (Benchmarks) and appropriate level of service delivery.
- Assist for IT system developments in relating to payment claims and other IT projects.

### Job Pre-requisites:

- Diploma in Insurance.
- Certificate level or licentiate level in ACII, SLII/ III .
- At least 2 to 3 years' experience in the insurance sector in a life claims department.
- Life Underwriting, Life Servicing experience will be added advantage.
- Completion of A/L examination.

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](mailto:hr@hnbassurance.com) (state the position applied on the subject line).

