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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 - Life Servicing

Job Role:

- Scrutinize and recommend all types of endorsements and alterations.
- Complete documentation work related to refund of premium in deposit & excess payments.
- Scrutinize and prepare cancellations, loans and surrenders.
- Handle MRP and Micro clerical level servicing matters.

Job Pre-requisites:

- Minimum of 1 year working experience in Life insurance.
- Completion of CIP (SLII) or Dip (SLII).
- Completion of Diploma CII(UK) would be an added advantage.
- Advanced knowledge in MS Excel would be an added advantage.
- Previous working experience in Life servicing department would 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).

