



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

Senior Executive – Underwriting

Duties and Responsibilities:

- Achieve FST targets by providing backend support.
- Responsible in following up all pending proposals.
- Recommendation and approval of proposals while maintaining accuracy.
- Ensure smooth operation of the respective team, with a minimum number of complaints and delays.
- Perform random audits in order to enhance and maintain the standards within the department.
- Enhance product / technical knowledge of staff in the division and the branch network including the Bancassurance unit by providing trainings.
- Perform any other duties assigned by the Management.
- Maintain good relationships with the Branch Network and be able to solve day-to-day issues.
- Responsible in generating Life reports (MI reports, KPI reports , reports requesting by auditors etc.).
- Monitoring of the mail unit.

Job pre-requisites:

- Insurance qualifications in AIII / SLII / CII Diploma.
- Five years of working experience in Life Insurance underwriting.
- Basic degree in insurance or management 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).

