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MAY 2020 – APR 2021
LKA

We believe in developing careers through varied exposures. It is in our aim to provide growth opportunities for the right talent. In this quest you now have the opportunity to benefit from internal opportunities to grow and contribute

Junior Executive – Life Claims

Job Role:

- Ensure that insurance claims have been paid out to the eligible parties and ensure that the payments are made timely and accurate.
- Exercise allocated financial authority with integrity.
- Handle daily mails including mail receiving, job allocation, posting and forwarding the daily mail to the respective authorized person.
- Do the system claim intimation and approval.
- Preparation of claimant correspondence.
- Preparation of periodical reports such as paid outstanding and quarterly retunes etc.
- Manage claims records archiving process.
- Maintain quality and customer service standards (Benchmarks) and appropriate level of service delivery.
- Handle Customer inquiries on Claims payment.
- Assist for IT system developments in relating to payment claims and other IT projects.
- Perform any other tasks assigned by the Management as and when required.

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@hnbassuranc.com (state the position applied on the subject line).

