



**Let's care for tomorrow**  
**For a chance to be more and do more**

#### LIFE INSURANCE

### Insurance Assistant – Life Underwriting

 Location  
Head Office

 Level  
Insurance Assistant

#### Key responsibilities

- Underwrite individual life proposals and policy issuance.
- Support policy dispatching process by printing proposal forms, policy schedules and covering letters.
- Prepare Management Information related to underwriting.
- Handle payment transfer, proposal cancellations and refunds.
- Handle customer /branch inquiries.

#### Key requirements

- G.C.E A/L preferably in Bio Science stream.
- Basic knowledge in Insurance
- Ability to maintain records in MS Excel.
- 1 year experience in insurance OR completion of Insurance Foundation Course will be an added advantage.
- Fluency in all three languages will be an added advantage.

#### Key Benefits

The ideal candidate can look forward to a rewarding career coupled with advanced training opportunities, multinational system exposure and attractive remuneration package.

**Join Us.**

**Let's care for tomorrow.**

**Send your CV to**

[Careers-life@allianz.lk](mailto:Careers-life@allianz.lk) (Please mention the post you apply on the subject bar of the email).