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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

## Senior Executive / Executive – Life Claims

### Job Role:

- Ensure that insurance claims have been paid out to the eligible parties and ensure that the payments made are correct.
- Maintain quality and customer service standards (Benchmarks) and appropriate level of service delivery.
- Provide training and knowledge sharing to the internal staff, field staff and the branch staff.
- Maintain claims records – claims archiving process, providing periodically MIS to relevant parties.
- Assist for processes and systems development.
- Preparation of periodical MIS Reports.
- Perform any other tasks assigned by the Management as and when required.

### Job Pre-Requisites:

- Full or Part qualification in ACII.
- Bachelor's Degree in insurance or Diploma – Additional preferred.
- At least 4 to 5 years' experience in the insurance sector in a life operations division and at least one year in Junior Executive capacity in Life Claims.
- Have a sound knowledge in Life operation technical functions such as underwriting, Servicing, claims and insurance products and the legal aspects of claims.

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).

