



Great
Place
To
Work®

Certified
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.

Executive – Business Servicing

Job Role:

- Prepare and conduct presentations for brokers / corporate clients.
- Collect leads for Group life from brokers / Branches or directly.
- Visit customers / brokers.
- Get appointments with corporate clients/brokers.
- Prepare tender documents.
- Prepare Business proposal.
- Assist for procurement process when its required.
- Provide specialized service for key group life customers and follow up their requirements with relevant parties.
- Provide quotations for customers/brokers when its required.
- Respond to corporate customers /Brokers /Branch manages /other institute's relevant officers via e mails and over the phone.
- Follow up on Claims.
- Maintain MI.
- Arrange new partnership with corporate entities and need to be signed MOU's.
- Get new loyalty schemes with service providers.

Job Pre-Requisites:

- Completion of G.C.E A/Ls.
- Strong communication skills in English.
- Strong interpersonal skills.
- Previous hands-on working experience in handling corporate clients.
- Competency in MS office package.
- Experience in handling similar role in an insurance company will be an additional advantage.
- Having a sales / marketing related degree will be an additional 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)

