

# WE ARE HIRING

JOIN OUR TEAM



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.

## Management Trainee

### 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.
- Staff supervision and coaching and provide necessary training and guidelines.
- Coordinate with both internal parties such as Supports services, Auditors /insurance ombudsman and the external parties related to the claims such as doctors, hospital authorities and other insurance companies.
- 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.
- Contribute for processes and systems development.
- Preparation of periodical MIS reports.

### Job Pre-Requisites:

- Degree in Insurance or Finance.
- Partly or fully qualified CII.

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)

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2022