

JOB OPPORTUNITY



Nawaloka Construction Company Pvt Ltd

A Member of Nawaloka Holdings

We are a CIDA Grade CS2 Construction Company with over 65 years of experience in the Building, Road and Irrigation Projects with ISO 9001:2015, ISO 14001:2015 & ISO 450001:2018 Integrated Management System Certification. We are looking for a self-motivated, dynamic and performance-oriented individual in the following post to join our Head Office team, Colombo.

Insurance Executive

Job Role

- Calculate invoices and create payments.
- Maintain all insurance documents in a confidential way
- Handling Insurance renewals, tracking claims and renewing revenue license of company vehicles
- Evaluate current insurance policies and recommend additional coverage and inform relevant sites when needed.

Requirements

- Self-motivated with a positive attitude.
- Ability to work under pressure to achieve deadlines.
- Strong Written and verbal communication & documentation skills are must.
- Team working & multi-tasking.
- Basic computer knowledge and statistical analysis (MS Office)
- Familiarity with all types of insurance plans (automobile, CAR, life, WCI, medical etc.)

The above position offers an attractive remuneration package with fringe benefits. Please forward your CV with details of two non-related referees within 07 days of this advertisement, citing the position applied for on the subject line of your e-mail.

Human Resources Manager
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