

Let's care for tomorrow
For making the complex, simple..



GENERAL INSURANCE INSURANCE ASSISTANT – CALL CENTRE

 **LOCATION**
COLOMBO 02

We are seeking an individual for handling customers effectively, promptly addressing their needs and collaborating with other departments to provide solutions.

Key responsibilities

- Identify customer needs, provide solutions for customer inquiries and maintain superior customer service.
- Accept cashless admissions and present accurate policy details to retain customers.
- Coordinate with medical and technical officers to ensure swift discharge arrangements, update company databases, and follow up on customer inquiries.
- Handle calls, update the respective system and complete the given task.

Key Benefits

The ideal candidate can look forward to rewarding career coupled with advanced training opportunities and attractive remuneration package, great exposure for global and multinational practices.

 **LEVEL**
ASSISTANT

Key requirements

- Completed of GCE A/L & O/L is a minimum requirement.
- Excellent communication skill in English, Sinhala/Tamil is necessary and Computer Literacy.
- Previous work experience would be an added advantage.
- Handling multiple customers in a productive and effective manner.
- Teamwork and Interpersonal relationship skills.
- Ability to build strong customer relationship.

Let's care for tomorrow.

Join Allianz.

Send your CV to;

careers@allianz.lk (Please mention the post you apply on the subject bar of the email).