



HNB Assurance PLC is currently looking for a suitable candidate to fill the following vacancy:

Junior Executive - Non Motor Claims

The Job Role:

- Ensure smooth functioning of the Medical claims unit.
- Ensure service level standards of the Company are strictly adhered.
- Responsible to submit various reports to the management.
- Ensure that claim payments are done on agreed time limits on all medical claims.
- Ensure accurate claim settlements are done as per the terms and conditions of the policy.

The pre-requisites for the position would be:

- 2 to 3 years' experience in handling medical claims in the insurance industry.
- Completion of GCE A/L is a minimum requirement.
- Good communication skill.
- Candidates should be residing in Colombo or be willing to work in Colombo.

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).