

## **ENTER THE REWARDING WORLD OF INSURANCE!**

We, People's Insurance PLC is a fast growing business entity in the insurance sector, achieving benchmark industry standards with high profitability and serving a premier portfolio of customers. In order to strengthen the growth and stability, the Company is in search of a purpose-driven dynamic person who could further build upon the hard-earned reputation of reliability, trust and unparalleled service by passionately working towards meeting the objectives of Fire & Miscellaneous functions.

### **Staff Assistant Grade II - Fire & Miscellaneous** **Location- Head Office**

#### **Responsibilities**

- Carrying out functions in issuance of quotations, new policies, endorsements, renewal notices, policy renewals, temporary cover notes in compliance with the given service standards.
- Follow up policy renewals to maintain or exceed the stipulated renewal retention ratio.
- Follow up premium outstanding and ensure that maximum number of days allowed for each business is not exceeded.
- Follow up pending documentation in respect of policy issuance and ensure that all policies are issued within the given time frame.
- Participate in risk inspections for accurate identification of risk in accordance with the guidelines.
- Provide excellent customer service accordance with the Company requirements in delivering insurance quotations/ products to customers, brokers, agents and sales staff.
- Proper coordination with Reinsurance / Non-Motor Claims department appropriately in handling of documentations.

#### **Applicants should possess the following**

- a) G.C.E O/L with six passes with Mathematics and English
- b) G.C.E A/L three passes
- c) Preferred previous experience in insurance industry.
- d) Should possess insurance product knowledge
- e) Working knowledge with MS packages/ insurance system.

An attractive remuneration package together with the opportunity for further advancement in a team-driven business scenario awaits the selected candidate.

If the above position interests you and if you feel that you have it in you to meet these expectations, please forward a complete resume with contact details of two non-related referees within 10 days of this advertisement to the following address.

Only those who possess the above qualifications should apply.  
Email : [careerspeoplesinsurance@plc.lk](mailto:careerspeoplesinsurance@plc.lk)

(Please quote "**Staff Assistant Grade II-Fire & Miscellaneous**" as the subject of the e-mail)