

# Insurance Executives

## Job Responsibilities

### ***Executive - Underwriting***

- Handle Underwriting, Medical Underwriting and Testing.
- Support Group Policy issuance and servicing.

### ***Executive - Claims***

- Ensure that the claims are dealt according to financial regulations and stipulated procedure.
- To ensure claims ratio is below the stipulated levels.
- Liaise with hospitals, Doctors when a necessity arises to prove the validity of claims.
- Maintain the agreed level of service standards from a company and customer perspective.

## Requirement & Experience

### Person Specifications

- Diploma in Insurance at CII or SLII or a similar qualification.
- Minimum of 2 to 3 years' experience in a similar position in Insurance Industry.
- Effective interpersonal and communication skills and the ability to interact promptly and professionally with other departments.
- Computer literate particularly with Excel, MS word.
- A self-motivator and a good team player.

*Expires on : 2022/10/31*