



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 record breaking results and serving a premier portfolio of customers. In order to strengthen the growth and stability, the Company is in search of purpose-driven dynamic professionals who could further build upon the hard-earned reputation of reliability, trust and unparalleled service by passionately working towards the objectives of the Legal Department functions.

Staff Assistant- Legal Dept

Location - Head Office

Responsibilities

- Assist Superior to carry out functions of the Legal Department smoothly.
- Coordinate with plaintiff and other litigators.
- Assist the superior to handle appropriate legal action in response to litigations filed against the Company.
- Ensure that the settlement of cases are handled according to the guidelines given.
- Maintain Legal Tracking System.
- Coordinate with defendants for cases.
- Coordinate with lawyers for Company 3rd party cases appearances until case is settled.
- Coordinate and arrange lawyers' payments.
- Prepare case documents for settlements/ settlement for final payments/ quarterly legal case reports/ staff vehicle mortgage bonds/ settled case reports.
- Manage settlements with relevant documents.
- Prepare documents for attending Courts.
- Underwriting Title Insurance Policies and providing an unmatched service to customers, agents and financial institutions to fulfill their insurance requirements effectively and efficiently.
- Checking of enhancement document and calculate premiums.
- Coordinate with customers and Banks.
- Other responsibilities given by the Company.

Applicants should possess the following

- G.C.E (O/L) passes for all subjects and G.C.E (A/L) with a minimum of three passes.
- Two years' work experience related to above functions.
- Legal case knowledge and technically know how preferable
- Computer literacy, knowledge of M/s Office packages and letter drafting.
- Assertive and communication skills.
- Prioritizing and handling multiple work streams.
- Problem solving and decision making skills.

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

21st February 2023

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

Email : careerspeoplesinsurance@plc.lk

Please mention "**Staff Assistant – Legal Dept**" on the subject line of the e-mail.

(Candidates who possess the above qualifications and experiences are encouraged to apply.

21st February 2023