

## **Executive - Zonal Operations (Southern 1)**

**Union Assurance** is a leading corporate and the fastest growing entity in the Life Insurance industry backed by the strength and stability of John Keells Holdings PLC, one of Sri Lanka's largest conglomerates. For the 9th consecutive year, the company has received the GPTW certification as a 'Best Employer Brand,' and in 2020 was awarded the 'Global Employer Brand' by the World HRD Congress.

### **The Job**

The person will be responsible for achieving regional objectives in line with company's long term business goals by supporting regional sales teams and the sales operation.

### **Principle Accountability:**

- Registering all proposals after acquiring initial deposit indicated in the quotation and fulfillment of all necessary proposal related documents as per the guidelines and procedures.
- Maintaining branch/regional connectivity with customers with providing accurate contact details of customers.
- Cash and cheque deposits - Renewal cheque collection & dispatching, managing cash and cheques in hand, banking of daily collection, managing miscellaneous receipts, managing salvage items.
- Attend all sales / customer inquiries related to Servicing and Claims and provide accurate information with follow ups.
- Follow up on documents sent to Head Office.
- Sending of proposals / pending clearances & receiving Policy documents.
- Monitor the pending reasons updated in workflow/ new business pending module and actively follow up on pending requirements with sales staff.

### **Qualifications and Experience:**

- 3 years experience in administrative level work environment is preferable.
- 3 Passes for Advanced Level Examination.
- Sound knowledge in administrative workings and basic understanding of insurance industry.
- Proficiency in MS Office suite.
- Highly ambitious, dynamic, self-motivated and enthusiastic personality
- Ability to work under minimum supervision, multi-task and work under pressure

**The selected candidate for the above position will be entitled to an attractive remuneration package. Applicants who are interested are encouraged to apply on or before 17th April 2023**

Union Assurance PLC

03-Apr-2023