

# VACANCY

An opportunity for you to join with the Co-operative Insurance Company PLC, which is moving forward in the Insurance Industry with a fast pace day by day.

We are looking for qualified people for the following key positions to expand our service network to provide prompt service to our customers.

If you meet the qualifications we are looking for, we invite you to join us

## Insurance Assistant

### Responsibilities

- Involving in underwriting/ claims and servicing processes
- The person will be responsible for process the daily volumes within the agreed Service standards
- Check the Document Requirements fulfillments,
- Policy conditions, eligibility criteria's, bank details and suggest for approvals or pending calling for approval users and liaise with branch and sales personnel's
- Attending customer quarries and complaints and providing feedback to management.
- Maintaining good relationship with all stakeholders

### Qualifications

- Minimum 3 passes in GCE A/L's and GCE O/L's with 6 passes including credit pass for both Mathematics and English
- Excellent communication skills in English and Sinhala (Tamil would be a definite advantage)
- Microsoft Office Package Knowledge is essential
- Should be a Team player and possess good interpersonal skills



An attractive remuneration package commensurate in par with qualifications, experience, a supporting organizational culture for development and other benefits are on offer for the selected candidates.

Forward your CV with details of two non-related referees to reach us within 14 days of this advertisement indicating the position applied in the subject of the e-mail. [careers@coopinsu.com](mailto:careers@coopinsu.com) or direct apply through our company website of [www.ci.lk/careers](http://www.ci.lk/careers).



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