

## **CLIENT CARE EXECUTIVE - INTERNATIONAL MEDICAL INSURANCE**

We are on the look-out for a competent **Client Care Executive** for our client which is a leading company that is based in **Rajagiriya** .

### **Job Responsibilities**

- Progressively engage and maintain strong customer relationships.
- Efficiently Manage policies and oversee customer transactions while ensuring seamless communication.
- Conduct and coordinate meetings with corporate clients, ensuring thorough follow-up.
- Collaborating closely with the local and foreign technical teams throughout the quotation process until insurance cover confirmations are secured.
- Uphold confidentiality standards among clients and the insurance companies.

### **Requirements**

- Degree or an equivalent qualification in Marketing or a relevant field (SLII/CII, SLIM, or CIM preferred)
- Minimum of 2 years experience in the **insurance industry** for a similar role.
- Experience related to the **client management within international medical insurance** will be an added advantage.
- Excellent in English is a must with Sinhala is essential (Tamil being an added advantage)
- Having a very good knowledge of MS office, CRM, ERP Systems and related tools.
- Ability to build and nurture positive relationships with clients and local and foreign insurance providers.

Salary is negotiable and will commensurate with qualifications and experience to the right candidate.

If you are the one we are seeking for, kindly forward your **complete resume giving full details of qualifications and experience along with two non-related referees, in PDF format** to [mploutsource@gmail.com](mailto:mploutsource@gmail.com)

(Indicate "**Client Care Executive**" in the subject box of your e-mail)

For more of our current listed vacancies please visit [www.mankind.lk/vacancies](http://www.mankind.lk/vacancies)