

VACANCY

Executive – Insurance Operations (Colombo)

JOB PROFILE

- Analyze and evaluate risks within approved financial authority limits, while ensuring maximum contribution towards achieving company goals and targets
 - Perform and deliver routine assignments efficiently while applying relevant job-related knowledge
- Demonstrate a high level of initiative, self-motivation, and a strong commitment to making a difference
 - Prepare and provide accurate Management Information (MI) as required
 - Handle customer service activities and complaints in a professional and timely manner
- Maintain positive relationships with internal stakeholders and coordinate consistently with other departments
- Perform system processing and continuously verify the accuracy of printed data against underwriting decisions
 - Ensure a strong focus on the quality and accuracy of technical decisions
 - Participate in system-related projects as a representative of Life Operations

ELIGIBILITY CRITERIA

- Completion of insurance-related qualifications will be an added advantage
- Minimum of one year of relevant insurance experience is mandatory
 - Proficiency in Microsoft Office applications
 - Excellent communication skills in English and Sinhala
- Strong interpersonal skills with the ability to build and maintain effective working relationships

Please mention the position in the email subject line.

Forward your CV to
careers@softlogiclife.lk

Softlogic Life Insurance PLC is a licensed life insurer under the regulation of the Insurance Regulatory Commission of Sri Lanka (IRCSL).

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