



## A GREAT OPPORTUNITY TO JOIN A LEADING BPO COMPANY IN SRILANKA

Legacy Healthcare Private Limited provides Insurance Claim Processing with Revenue Cycle Management Services to a fast growing, recession proof healthcare industry in the USA. We are committed to delivering processed Medical Insurance claims which meet US Healthcare industry standards, whilst meeting stringent time targets and client expectations.

We are leading RCM Company Headquartered in Dallas Texas with operations based in Colombo, Kandy – Sri Lanka and Chennai - India.

### **Trainee Executive / Executive - Operations (Night Shift)**

#### **Roles and Responsibilities**

- Act as the first point of contact for all our clients providing excellent service and follow-up until resolution.
- Ability to coordinate between all departments internally and also with clients in resolving customer escalations.
- Meeting daily, weekly and monthly goals regarding volume and quality.
- Maintaining all required reports and trackers to the set standards of the company.

#### **Selected candidates can look forward for;**

- A competitive salary package above the industry average.
- An excellent working environment.
- Excellent career development
- Training related to the industry will be provided

#### **Requirements**

- Fluency in English and excellent communication skills
- Age between 19 to 30 interested in a career in the BPO/ KPO industry
- Previous experience in Data Entry, Customer Service & Revenue Cycle Management will be an added advantage
- Ability to work on Night Shift (8.00 pm to 5.00 am)
- Computer Literacy (MS Office Packages)
- A Team Player
- Good Leadership skills
- Preference will be given for candidates who reside within the 20 km radius.

Email your CV to:

**[hr-kandy@legacyhealthllc.com](mailto:hr-kandy@legacyhealthllc.com)**

and mention the position applied for in the subject line.



*No.12, William Gopallawa Mawatha,  
Heerassagala Road, Kandy.*

*Tel - 081 222 5455 / 011 563 7702*

*Legacy Healthcare is an equal opportunity employer.*

