

# WE'RE HIRING EXECUTIVE - CLAIMS

YOU WILL BE RESPONSIBLE FOR ENSURING THE TIMELY AND ACCURATE HANDLING OF INSURANCE CLAIMS, CONTRIBUTING TO SMOOTH AND EXCEPTIONAL CUSTOMER SERVICE THROUGHOUT THE PROCEDURE.

## Responsibilities:-

- Responsibility of Check liability as per the scope of the motor policy
- Handle internal and external customers and extend services
- Responsible for claim payment and approval
- Generate reports and present them to management as and when needed

## Qualifications:-

- A diploma or partial qualification from a recognized institute in the field of insurance
- Proven experience in the field of motor claims, preferably with exposure to the insurance industry
- knowledge of insurance policies, coverage types, and claims handling procedures
- Ability to work under minimum supervision, multi-task, and work under pressure

***Please email a complete resume with Contact details of two non-related referee within 14 days of this advertisement to [careers@sgic.lk](mailto:careers@sgic.lk) or to the address given below.***