

JOIN OUR JOURNEY

Where Your Success Is Our Priority!



We believe in developing careers through varied exposures. It is in our aim to provide growth opportunities for the right talent. In this quest you now have the opportunity to benefit from internal opportunities to grow and contribute.

Junior Executive - Underwriting

Job Role:

- Reviewing and accepting proposals in accordance with the manual of financial authority.
- Providing recommendations and obtaining approvals for proposals within the system.
- Ensuring timely follow-up on refund proposals.
- Managing pending follow-ups to ensure efficient workflow.
- Compiling and preparing Management Information Reports (MI Reports).
- Facilitating medical reimbursement arrangements.
- Collaborating with branch networks for seamless coordination.
- Overseeing the dispatching of policies and site visits, including preparation of bulk documentation.

Job Pre-Requisites:

- Successful completion of A/L with at least 3 years life underwriting experience or Insurance basic degree with at least 6 months working experience in life operation.
- Part professional qualification in CII, SLII or AIII is advantageous.
- Excellent communication skills.
- Proficiency in MS office packages. (word, Excel and PowerPoint)
- Ability to handle work pressure and be a team player.

If you believe you are the right person we are looking for, forward your complete resume together with contact numbers and the names of two non-related referees to reach us within 10 days of this advertisement by email to careers@hnbassurance.com (State the position applied on the subject line)

