



We believe in developing careers through varied exposures. It is our aim to provide growth opportunities for the right talent. In this quest, you now have the opportunity to grow and contribute to an organization that is geared for success.

Junior Executive - Underwriting

Job Role

- Analyze and evaluate risks in Non-Motor business operations.
- Oversee the issuance of new insurance policies, endorsements, renewal notices, and related documentation.
- Build and maintain strong relationships with corporate clients, ensuring high levels of satisfaction and service.
- Review and enhance departmental workflow processes to improve service delivery and operational efficiency.
- Perform additional duties assigned by the management as required.

Job Pre-Requisites:

- Completion of G.C.E. A/L.
- The completion of insurance-related qualifications will be an added advantage.
- Minimum of 3 years of experience in the Insurance Industry with a minimum of 6 months of experience with adequate exposure in a similar capacity.
- Strong communication and interpersonal skills.
- Proficiency in Microsoft Office applications is required (Excel, PowerPoint, and Word).

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 shashika.jeevanthi@hnbgeneral.com (State the position applied on the subject line)

