

WE ARE

HIRING!

JOIN OUR TEAM

INTERN - INSURANCE CLAIMS

Singhagiri (Pvt) Limited first Introduced Samsung to Sri Lanka in 1983, and has been a pioneer in the consumer durables industry ever since. Singhagiri has managed grow its product portfolio immensely, and as of now has managed acquire the partnership of many world class brands like Samsung, Hisense, HP, Candy, Lenovo, Oppo, Vivo, Motorola and Havells. Singhagiri has also succeeded in building their own product brand, under the name SGL.

JOB REQUIREMENTS:

- Assist in negotiating terms and conditions of claims with insurance companies.
- Ensure clear and timely communication with insurance companies regarding claims notifications and settlements.
- Support the team with claims processing, policy reviews, and related administrative tasks.
- Organize and maintain records, ensuring all details are accurately captured.
- Work efficiently under pressure to meet deadlines and deliver results.

QUALIFICATIONS:

- A professional qualification in insurance or a related field is preferred.
- Familiarity with MS Office package (Word, Excel, Outlook) is essential.
- Excellent communication skills, both written and verbal.
- Strong organizational skills and attention to detail.
- School leavers are encouraged to apply.

Intern Allowance: An allowance of Rs. 30,000/- will be provided.

Please send your resume together with the details of two non-related referees within 7 days of this advertisement to the below address mentioning the post applied in the top left hand corner of the envelope or email to careers@singhagiri.lk stating the post in the subject line.

Head of Human Resources,
Singhagiri (Pvt) Ltd.
515, Darley Road, Colombo 10.

SINGHAGIRI

SAMSUNG

CANDY

Hisense

SGL

hp

motorola

Lenovo

oppo

vivo

realme

HAVELLS