

INSURANCE ASSISTANT LOAN HANDLING

As Sri Lanka's national Life Insurance services provider and the country's largest and strongest insurance provider, Sri Lanka Insurance Life is backed by decades of industry expertise and the most experienced insurance sector technical knowledge base in the country.

Join a team of highly qualified and most experienced insurance professionals in the country to experience unparalleled opportunities for career growth and personal development opportunities within a performance driven culture.



Job Duties and Responsibilities;

- Administer all categories of employee loans, including distress loans, vehicle loans, superannuation loans, tab loans, motorbike loans, and festival advances, ensuring accurate processing and timely disbursement.
- Prepare and generate monthly allowance report under the ADM system to facilitate prompt and accurate payment settlements.
- Manage processing and payment of death gratuity benefits in compliance with organisational and regulatory guidelines.
- Oversee payments related to club telephone rentals, ensuring timely reimbursement and accurate record-keeping.
- Handle IOU payments, maintaining transparency and accountability in all financial transactions.
- Coordinate the annual selection of club members, ensuring a fair and structured selection process in line with company policies.
- Organise annual club get-togethers, including the resolution of any previous backlogs, while fostering employee engagement and team spirit.

Qualifications / Pre-requisites /Requirements for the position;

- Passed G.C.E A/L with 03 Main Subjects in one sitting (excluding General English & Optional Subjects)
- Passed G.C.E O/L with Credit passes for Mathematics, English, Sinhala/Tamil (within two sittings),

Key Competencies;

- Strong communication skills to assist clients and support the insurance team.
- Attention to detail for accurate processing and record keeping.
- Good organizational skills to handle multiple tasks efficiently.
- Basic knowledge of insurance policies and compliance requirements.
- Age is preferably below 24 years

If you believe you possess the above qualifications & experience, send in your CV along with the names of two non-related referees within 07 days of this advertisement to the address given below, stating the post applied for on the top left corner of the envelope or e-mail it to careers@slilife.com stating the post applied for on the subject line.



DGM - Human Resources

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