

# LEAD . GROW . SUCCEED



As we continue to scale and evolve, we are committed to acquiring top talent, who can drive transformation, shape the future and elevate our journey. If you have the vision and expertise to make a lasting impact, the opportunity to lead and grow within our organization is yours.

## Junior Executive – Underwriting (Group life & Surgical)

### Key Responsibilities

- Ensure smooth functioning of daily underwriting operations and achievement of assigned targets.
- Coordinate and support IT-related surgical requests for Group underwriting requirements in a timely manner.
- Assist in the preparation and processing of surgical quotations issued by the Group Life Division and support process improvements for efficient quotation issuance.
- Analyze claim behavior of internal policies and industry trends.
- Handle and respond to quotation-related inquiries received by the Group Department.

### Experience & Qualifications

- GCE Advanced Level (A/L) completed.
- Insurance Foundation qualification will be an added advantage.
- Minimum 1 years' experience in underwriting (Group underwriting experience is an added advantage).
- Good communication skills in Sinhala and English.
- Excellent computer literacy, particularly in MS Office applications.

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](mailto:careers@hnbassurance.com) (State the position applied on the subject line).

