

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 Insurance Associate

Key Responsibilities

- Ensure the smooth functioning of day-to-day endorsement processes while achieving the assigned performance benchmarks.
- Coordinate and manage all endorsement-related requests within the Group Life Department in a timely manner.
- Ensure accuracy and proper execution of endorsements issued by the Group Division.
- Maintain effective coordination with Medi link and internal sales teams to facilitate seamless operations.
- Maintain the endorsement job register and submit daily summary reports to management.
- Perform any other duties assigned by management as required.

Experience & Qualifications

- Successful completion of GCE A/L.
- Completion of an insurance foundation examination will be an added advantage.
- Minimum of 6 months' experience in the industry.
- Prior exposure to insurance operations will be an added advantage.

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)

