

WINGS FOR YOUR CAREER



Junior Executive – Life New Business

Key Responsibilities

- Follow up on pending proposal applications.
- Review and recommend decisions for new proposals.
- Monitor and check benchmark monitoring reports.
- Handle proposal refunds, fund utilization, and medical payment verifications.
- Conduct random checks on policy schedules to ensure accuracy.
- Review proposal files and recommend approval or escalate to the next authority level as per the Matrix of Financial Authority (MOFA).

Requirements

- GCE Advanced Level (A/L) qualification.
- Insurance Foundation Certificate (IFC) conducted by SLII or All qualification will be an added advantage.
- Minimum two years of work experience, preferably with at least one year of experience in the insurance industry.
- Good analytical, communication, and interpersonal skills with attention to detail.
- Proficiency 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@hnblife.lk (State the position applied on the subject line)



Most outstanding Women-friendly Workplaces 2025



Top 40 Best Workplaces in Sri Lanka by Great Place to Work 2025



Best Life Insurance Company Global Brand Awards 25



Best Life Bancassurance Provider in Sri Lanka 2025



Great Place To Work Certified (July 2025 - July 2026)

