

## Officer - Regional Operations

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Union Assurance is a leading corporate and the fastest growing entity in the Life Insurance industry backed by the strength and stability of John Keells Holdings PLC, one of Sri Lanka's largest conglomerates.

#### The Job

The person will be responsible for achieving regional objectives in line with company's long term business goals by supporting regional sales teams and the sales operation.

#### Principle Accountability:

- Registering all proposals after acquiring initial deposit indicated in the quotation and fulfillment of all necessary proposal related documents as per the guidelines and procedures.
- Maintaining branch/regional connectivity with customers with providing accurate contact details of customers.
- Cash and cheque deposits - Renewal cheque collection & dispatching, managing cash and cheques in hand, banking of daily collection, managing miscellaneous receipts, managing salvage items.
- Attend all sales / customer inquiries related to Servicing and Claims and provide accurate information with follow ups.
- Follow up on documents sent to Head Office.
- Sending of proposals / pending clearances & receiving Policy documents.
- Monitor the pending reasons updated in workflow/ new business pending module and actively follow up on pending requirements with sales staff.

#### Qualifications and Experience:

- 2 years' experience in administrative level work environment is preferable.
- Undergoing a degree / professional qualification from a reputed university/ institute
- Sound knowledge in administrative workings and basic understanding of insurance industry.
- Proficiency in MS Office suite.
- Highly ambitious, dynamic, self-motivated and enthusiastic personality
- Ability to work under minimum supervision, multi-task and work under pressure

#### Person Specifications

**The candidate selected for the above position will be entitled to an attractive remuneration package. Applicants who are interested are encouraged to apply on or before 02nd August 2025.**

Union Assurance PLC

18 Jul 2025



John Keells Group is an equal opportunity employer, and we invite applications from all suitably qualified individuals to join our team.