



Career Opportunity

Swan General Ltd has an excellent opportunity for a Documentation and Policy Processing Assistant

The position will be based in the Documentation and Policy Processing department
(Corporate Business)

Responsibilities

- Review of underwriting information and instructions
- Data processing in the system
- Preparation, verification and submission of policy documents
- Performance of any other cognate duties which may arise and aligned to business requirements

Profile of the ideal candidate

- Holder of a Higher School Certificate (HSC) or equivalent
- Certificate in Insurance or progress towards
- Should have at least 1 year's working experience in the insurance industry
- Be conversant with MS Office Tools
- Have good oral and written communication skills
- Have a keen eye for details
- Be proactive, dynamic and result-oriented
- Be able to work under pressure and meet tight deadlines
- Be a team player

If you believe that you fit the above profile, please send your application letter and curriculum vitae to hr@swanforlife.com quoting 'DPPA' by Tuesday 23rd October 2018.

The Company reserves the right:

1. To convene only the best qualified candidates to participate in the selection exercise.
2. Not to make any appointment following this advertisement.