

Job Description of Assistant Manager-Insurance (Insurance Department)

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| Function | Insurance |
| Job Summary | Asst. Manager – Insurance shall be responsible for managing and supervising day-to-day processes, coordination within the organization and with the insurer for timely completion of all the relevant business processes and procedures including filing of necessary returns and compliances. |
| Job Designation | Assistant Manager – Insurance |
| Location | Head Office, Bengaluru |
| No. of Opening | 1 |
| # Duties/Responsibilities | |
| <ul style="list-style-type: none">i. Review and verification of customers details and policy records.ii. Payment of insurance premium to the insurer.iii. Verification and submission of insurance claim documents and Credit Account Statements.iv. Follow up and coordination with the insurer for timely settlement of Insurance claims.v. Follow – up with Branch offices for submission of additional information, documents or clarifications sought by the insurer.vi. Accounting of claim amounts as per the defined procedures.vii. Address customer queries and inquiries related to policies and claims.viii. Monitor and Track status of claims on day-to-day basis and ensure timely submission and settlement of claims as per the defined Turnaround time.ix. Maintenance of policy database, policy records and MIS. Preparation of various reports for periodic review.x. Keep abreast of the regulatory updates and ensure necessary compliance.xi. Preparation of regulatory returns for timely submission to IRDAIxii. Reviewing existing process, apprising measures to improve processes and efficiency. | |
| # Required Skills/Knowledge | |
| <ul style="list-style-type: none">i. The candidate should be capable of dealing with large volume of data.ii. The candidate should have sound knowledge of advance Microsoft Excel. Knowledge of addition data analysis tools and techniques will be an added advantage.iii. The should possess substantial knowledge of accounting.iv. The candidate should have good communication and interpersonal skills.v. Candidates having knowledge of Insurance Products and Procedures will have an edge.vi. Candidates who have working knowledge of language in addition to English and his/her mother tongue will be preferred. | |
| # Education and Experience | |
| <ul style="list-style-type: none">i. Candidate should have completed graduation at the time pf application.ii. Candidate should possess 3-5 years of relevant work experience.iii. Should have experience in team handling and direct supervision. | |