

Career Opportunity

Assistant to Corporate Business Manager – Phnom Penh Office (01 Position)

Position Description

Position Title	Assistant to Corporate Business Manager
Position Purpose	Assist with the internal and external documentation output whilst learning and understanding the pricing and coverage of the company products.
Key Responsibilities	<ul style="list-style-type: none"> • General admin duties which dealing with proposal form reviewing, quotation, renewal review, policy and endorsement request.
Additional Responsibilities	<ul style="list-style-type: none"> • Administrative duties, including filling the necessary paperwork which related to all insurance claims and any paperwork assigned by direct manager. May also be tasked with handing property inspections.
Experience/ Knowledge Required	<ul style="list-style-type: none"> • University Student or fresh graduate. • High commitment and willing to learn about insurance • Flexible, integrity, work-smart and good team work. • Understanding of Microsoft application (Word, Excel, PowerPoint) • Good English and Khmer proficiency – both in writing and speaking

How to apply:

Interested candidates are encouraged to submit their personal detail (CV), cover letter to email: to

career@infinity.com.kh

Subject: Assistant to Corporate Business Manager

Only shortlisted candidates will be notified: Closing date 31st March 2018.