

Career Opportunity

Underwriting Assistants - Phnom Penh Office (02 Positions)

Position Description

1	Position Title	Underwriting Assistant - Two Positions
2	Start Date	As soon as possible
3	Position Purpose	Assist with the internal and external documentation output whilst learning and understanding the pricing, and coverage of the company products.
4	Key Responsibilities	<ul style="list-style-type: none"> • Quotation processing • Renewal review and processing • Policy and endorsement processing • Review proposal form or client service request and process quote as per given-authority • Assist in dispatch and filling the supporting document into our filling system. • Assist and support front office in dealing with walked-in customer if requested by Customer Service • Other tasks as delegated
5	Experience / Knowledge Required	<ul style="list-style-type: none"> • University student or fresh graduate. • High commitment and willing to learn about insurance • Good understanding of Microsoft software • Good English/Khmer proficiency – both in writing and speaking • Flexible, Integrity, hard-working, good team work

How to apply:

Interested candidates are encouraged to submit their personal detail (CV), cover letter to email: career@infinity.com.kh

Subject: Underwriting Assistant

Only shortlisted candidates will be notified: Closing date 2nd February 2019.