

JOB POSTING TEMPLATE

Date: 2020

Function: Client Services

Job title: Senior Assistant, Policy Changes and Benefits

Manager title: Associate Director, Policyowner Services

Job purpose

At Sun Life, we work together, share common values and encourage growth and achievement. We offer many career paths that attract a wide variety of talent and skills. Follow a path that lets your talents shine.

Major accountabilities

- Run system tests as planned
- In charge of batch letters
- Participate in projects
- Prepare periodic reports
- Support Daily Team to investigate error policies, system bug and work with IT to define, implement the system in order to meet business requirement
- Recommend solutions/opportunities to improve business process
- Other tasks as assigned.

Specialized knowledge

- Life Insurance knowledge
- Computer proficiency
- Time management skills

Problem solving

- Strong problem solving is required

Education and experience

- At least 1 year experience at similar positions in Life insurance
- College or University graduate

Management scope

Total number of direct reports: 0

Total number of staff managed (direct and indirect): 0