

## JOB POSTING TEMPLATE

**Date:** 2020

**Function:** Client Services

**Job title:** Senior Assistant, Premium Management

**Manager title:** Manager, Policyowner Services

### Job purpose

Responsible for providing premium collection services accuracy and timely as guidelines

### Major accountabilities

Process Initial and Renewal premium as guideline, unit time and TAT

Work with NB, CS, FIN, IT to handle related transactions

Join UAT of POS system enhancement or projects as assigned

Prepare periodic and ad-hoc reports

Recommend solutions/opportunities to improve business process

Other tasks as assigned

### Specialized knowledge

#### Core Professional/Technical Competencies Required

- Life Insurance knowledge
- Computer literacy proficiency

#### Core Soft/Transferable Competencies

- Time management skills, teamwork, hard working
- Discipline, honesty

#### Development/Training to support Role Competencies

- Relevant Courses-Professional/Technical Competencies
- Business processes and practice on SL's system

### Problem solving

- Cross-functions problems
- Error system
- Manually processes

### Education and experience

- Bachelor's degree holder preferably an Accounting / Finance graduate.
- At least one year of work experience