

Job title: Senior Assistant, Policy – Owner Services**Job description**

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Role Summary

Responsible for providing policy servicing transactions accurately and timely.

Main 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.

Competencies

- Life Insurance knowledge
- Computer proficiency
- Time management skills

Education and Experience

- At least 1 year experience at similar positions.
- College or University graduate

Please send CV to: careers@sunlife.com.vn