



# Insurance Assistant

Delmege Insurance Brokers is a trusted leader in the insurance brokering industry, renowned for delivering tailored insurance and risk management solutions. With a legacy of excellence, we pride ourselves on our client centric approach, innovative strategies, and unwavering commitment to providing superior service. We are currently seeking a talented and experienced individual to join our dynamic team as Insurance Assistant.

## Key Responsibilities:

- Assess insurance applications, evaluate risks, and determine appropriate coverage.
- Ensure compliance with underwriting guidelines, industry regulations, and company policies.
- Follow up on pending documents, assist sales teams, and support premium collection.
- Maintain strong client relationships through effective communication and periodic visits.
- Stay updated on market trends and collaborate with internal teams to enhance client service.

## Ideal Candidate Should Possess:

- Degree or Diploma in Insurance / Risk Management.
- Prior experience in underwriting or insurance related roles would be an added advantage.
- Strong analytical and risk assessment skills.
- Attention to detail and proficiency in maintaining accurate records.
- Ability to work collaboratively with different teams.

**An attractive remuneration package with perquisites awaits the right candidate.**

Please send your CV with the names and addresses of two non-related referees to [careers@delmege.com](mailto:careers@delmege.com) with the post applied marked clearly in the subject line to reach us within 10 days of this advertisement.

**DELMEGE INSURANCE BROKERS (PVT) LTD,**

No. 101, Vinayalankara Mawatha, Colombo 10.