

## JOB OPPORTUNITY

### Senior Claims Assistant

#### About Company

**Phongsavanh Insurance (APA) Co., Ltd** is a composite Insurance company in Laos. Part of the Phongsavanh Group. Phongsavanh Insurance provides insurance products to protect the lives and belongings of individuals, families and businesses. Our Vision is to create a reputation of professional insurance Company with customer core values at the heart of its operation and to deliver first class service in all our actions with clients.

We are looking for passionate and energetic people to join the team to help shape the future of Phongsavanh Insurance. Claims is the fundamental part of Insurance, effective and efficient claims handling at times of need for customers is paramount to Phongsavanh Insurance, if you are highly passionate about giving the best service to customers in Laos please do get in touch. We value individuals who make a difference in our business and more importantly admire team members who go the extra mile for clients

#### Key responsibilities:

- Report to Head of Claims
- Manage and administer claims settlements: motor and other claims.
- Supervise Claims Assistant and Adjusters
- Lead the Claim team to settle the claims.
- Check and verify claim documents
- Prepare and maintain claims Data/reports

#### Key requirements:

- Diploma or Bachelor Degree in Law or other related.
- Minimum 3 years of management working experience in any business field.
- Good written and verbal communication skills (English and local language).
- MS Office skills are required.
- Good track on team leading & planning & management & organizational skills.
- Enthusiastic and sociable and opened personality.
- Great interpersonal skills and the ability to operate under pressure.

#### Key benefits:

- ✓ Competitive remuneration
- ✓ Comprehensive on job training
- ✓ A supportive environment

#### Apply now:

Submit your CV, Application Letter **in writing in English** and other relevant application documents to our Human Resource Department at [Career@apa.com.la](mailto:Career@apa.com.la)

#### More information:

Website: <https://apa.com.la/career/>

Email: [info@apa.com.la](mailto:info@apa.com.la)

*Only shortlisted candidate will be contacted for interview.*

**Closing date for applications: 9<sup>th</sup> October 2021.**

ທີ່ຢູ່: ໜ່ວຍ 31, ຖະໜົນ ກຳແພງເມືອງ, ບ້ານ ທາດຫລວງໃຕ້, ເມືອງ ໄຊເສດຖາ, ນະຄອນຫລວງວຽງຈັນ  
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