



**TAKAFUL
BRUNEI**

CAREER OPPORTUNITIES

CLAIMS ASSISTANT (MEDICAL & PERSONAL INJURY)

The role of the Underwriter includes and is not limited to the following:

- To identify, assess the entire claim assessment process including benefit of the policy;
- Responsible for clerical functions and other necessary duties that are associated with claim transactions;
- Liaising and interviewing claimants;
- Carry out functions that are associated with claim transaction, such as responding to claims in a timely manner, filling paperwork, communicating with policyholders and determine liabilities of a covered loss as defined under takaful policy;
- Computer proficiency to work effectively, good verbal and written communication skills, well-developed interpersonal skills.

Minimum Requirements

National Diploma or equivalent qualification or minimum 3-5 years working experience. A background in Nursing will be an advantage.

Key Competencies Required

Excellent oral communication, high level writing skills to produce high quality documents and a high degree of initiative.

For interested applicants, please complete our **Online Application Form** at <https://takafulbrunei.com.bn/career/> or send your complete CV with relevant documents and covering letter to our Human Resources Division email at hr@takafulbrunei.com.bn.

All applications must reach us by **30th June 2022**.
Only short-listed candidates will be notified.