



SUN Insurance Company Ltd is a rapidly expanding insurance company in the Fiji Islands. The company is a leader in the provision of general insurance. Exceptional opportunities now exist for the following roles;

Receptionist/Data Entry Operator

- Customer Service focus
- Variety of work

Ideal candidate must have;

- A very good command of written and oral English
- High level of general knowledge
- High level of computer skills
- Very good phone manners
- Team Player
- Disciplined work habits
- Excellent verbal and written communication skills
- Excellent switchboard skills

Claims Officer -Legal

- Ideally suited to legal clerks
- Working closely with legal panel

Ideal candidate must have;

- A very good command of written and oral English
- Team Player
- Disciplined work habits
- Excellent verbal and written communication skills
- High Level of computer literacy
- A legal background

Client Services Executive –Direct

- SME and Corporate focus
- Fiji Wide role

Ideal candidate must have;

- A very good command of written and oral English
- Minimum 5 years of Insurance industry experience
- Ability to service large corporate clients
- Disciplined working habits
- Excellent verbal and written communication skills
- High Level of computer literacy

Successful candidates may be required to go through a thorough training programme and a medical before commencing. Applications together with a detailed Curriculum Vitae, three referees and a telephone contact should be forwarded to the HR Co-ordinator, Sun Insurance Company Limited, GPO Box 16976, Suva, no later than 9th April 2010