




## **Astha Life Insurance Company Limited is hiring!!**

 Job Position: Officer - Manager


(Claims & Medical Network Dept.)

Vacancy: 2


 Location: Dhaka (Mohakhali)

 Application Deadline: 15 Apr 2026

### Requirements


 Education: Bachelor's / Master's degree in any discipline.

Educational Qualification may be relaxed for an experienced candidate.


 Experience: 3 to 7 years


The applicants should have experience in the following business area(s): Insurance

### Additional Requirements


 Age 28 to 40 years


 3– 8 years of experience in reputed Life Insurance Company.

 Prior experience in Life Insurance Claims/ Group Servicing/ Medical Network Management will be given preference.


 Working experience in Life Insurance company is preferable.

 Strong knowledge of Life Insurance claims settlement procedures and policy terms.

 Excellent communication, negotiation and comfortable working with ERP systems.


 Leadership ability to manage the team.


 Good interpersonal and relationship management skills.


 Advanced proficiency in Microsoft Excel for data analysis and report preparation

 Ability to work under pressure and meet deadlines.

### Responsibilities & Context

 Review and assess claim documents for accuracy, completeness, and compliance with company policies and procedures.

 Communicate with policyholders, beneficiaries, and relevant parties to collect necessary information and supporting documents for claim processing.

 Conduct thorough investigations to determine the validity of claims and ensure adherence to policy terms and conditions.

▶ Collaborate with medical professionals, hospitals, diagnostic centers, and legal advisors to evaluate claims when necessary.

▶ Maintain accurate records and documentation related to claims processing and prepare regular or ad hoc reports.

▶ Analyze claims data and trends to identify potential risks, irregularities, or fraudulent claims.

Monitor claim processing timelines and ensure efficient service delivery to policyholders.

▶ Provide 24/7 support for cashless services and handle various customer queries related to claims.

▶ Coordinate meetings with corporate clients and conduct post-sales presentations to ensure effective service delivery and client engagement.

▶ Work closely with the business team to ensure efficient and timely delivery of all group servicing activities.

▶ Assist in internal and external audits related to claims management and ensure compliance with regulatory guidelines.

▶ Perform any other responsibilities assigned by the supervisor or management as required.

#### ▲ Compensation & Other Benefits

▶ Attractive Salary Package (Negotiable).

▶ Two Festival Bonus and One Noboborsho Bonus.

▶ Provident Fund.

▶ Group Insurance Coverage.

▶ Subsidized Lunch Facilities.

▲ Interested applicants can apply through: <https://bdjobs.com/h/details/1469230?ln=1>