



Job Advertisement

Date: 15th July 2026
Company: H. Savy Insurance Co. Ltd

H. Savy Insurance Co. Ltd (HSI) is seeking a qualified and experienced individual to join its team in the following roles available.

1. Admin & Underwriting/Debtors Support Officer

We are seeking a motivated and customer-focused individual with experience in administration, clerical support, and customer service. The successful candidate will provide administrative support to the department, maintain accurate customer records, manage incoming and outgoing correspondence, and contribute to the efficient delivery of departmental operations.

Key Responsibilities

Provide front office reception services and deliver professional customer support.
Manage incoming and outgoing correspondence, telephone enquiries, and customer enquiries.
Maintain accurate customer records and filing systems, including the creation and updating of insurance files.
Provide administrative support for policy processing, including the preparation and issuance of policy documentation.
Assist with credit agreement monitoring, debtor follow-up, and collection of outstanding payments.
Ensure the reception and departmental areas are well organized and adequately stocked with office supplies.
Perform general administrative and clerical duties to support the efficient operation of the department.

Requirements

Strong written and verbal communication skills.
Excellent customer service and interpersonal skills.
Good organizational skills, including the ability to maintain accurate filing systems.
Team player with the flexibility to adapt to changing priorities.
Ability to work collaboratively across departments.
High level of professionalism, integrity, honesty, and reliability.
Basic proficiency in Microsoft Excel and general computer applications.
Basic accounting knowledge with good numerical and attention-to-detail skills.
Self-disciplined with the ability to work accurately and efficiently.

Preferred Qualifications & Experience

Post-secondary qualification in Business Administration, Office Management, Insurance, or a related field.
Foundation in Insurance would be an advantage.
Previous experience in administration, customer service, or a similar role is preferred.



Interested candidates should submit their application letter together with a detailed Curriculum Vitae and copies of relevant certificates to:

Mrs. Marie-Agnes Brioché
Human Resources Manager

Email: hr@hsi.sc

Deadline for applications: 29th July 2026

Only shortlisted candidates will be contacted.