



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.

Insurance Executive

We are looking for an enthusiastic and results-oriented Insurance Executive to provide professional insurance services, manage client relationships, and support underwriting and policy administration activities.

Key Responsibilities

Build and maintain strong relationships with clients, brokers, and agents by providing professional insurance advice and excellent customer service.

Assess clients' insurance needs and prepare quotations in line with company underwriting guidelines. Review insurance applications, evaluate risks, and determine appropriate terms, conditions, and premiums.

Process new business, renewals, endorsements, cancellations, and policy documentation accurately and efficiently.

Maintain accurate customer records and update policy information in the Company's insurance management system.

Liaise with reinsurers on risk placement where required and support sound underwriting decisions.

Visit clients when necessary to provide advice and strengthen business relationships.

Ensure compliance with company policies, underwriting standards, and regulatory requirements.

Undertake any other duties as assigned by the Assistant Manager or Manager.

Requirements

Excellent communication and customer service skills.

Strong analytical and problem-solving abilities.

Good organizational skills and attention to detail.

Ability to work independently, use initiative, and perform well under pressure.

Honest, reliable, and professional.

Preferred Qualifications & Experience

Foundation or Certificate in Insurance.

Alternatively, a minimum of five (5) years' relevant experience in the insurance industry, preferably in underwriting or policy administration.

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.