



CAREERS OPPORTUNITIES

The Biggest Filipino-Owned Stock Life Insurance Company is

BIG
ON FULFILLING DREAMS



T E C H N I C A L

Software Engineers

Assists the Lead Systems Engineer in the design of automated systems, coding medium to complex programs from program specifications and flowcharts, testing the programs until all specifications are met and it qualifies for systems testing and parallel operations, and maintaining programs in order to meet changes, corrections and modifications.

- Holds a Bachelor's degree in any IT related course
- Knowledge in at least 1 programming language (e.g. VB6, PHP) and 1 RDBMS (e.g. MySQL, SQL Server); preferably, Oracle, Oracle forms, PL/SQL Scripts; Web applications, HTML, CSS, JQuery, Javascript, Bootstrap, .Net and/or Desktop Applications: .Net and/or Mobile Applications: Android; Scrum practice

Actuarial Analyst

Generates actuarial reports required by regulatory bodies or external auditors, computation and analysis of actuarial and financial items required for sound management of the company's finances, and conducting studies that are timely and essential to the company's goals of leadership and financial stability.

- Holds a Bachelor's degree in Mathematics, Statistics or Actuarial Science with SA/ASP credits
- Proficiency in spreadsheet software and in programming

F I N A N C E

Loans Officers

Solicits various types of loans including but not limited to: (1) Mortgage loan, (2) Guaranteed loan, (3) Housing loan, (4) Collateral loan, and (5) Long Term promissory note. (FINANCE)

- Holds a Bachelor's degree in accountancy or any business-related course
- At least 3 years of experience in Loans Solicitation, Processing, and Collection
- Willing to do field work
- Has an existing loans portfolio

Fund Manager

Implements and executes sound investment strategies for the assigned equities portfolio. Ensures that the Fund's return will outperform market benchmarks and at the same time being able to manage Risks.

- BS in Commerce Graduate preferably Finance or Business Major
- Preferably with MBA or a CFA
- Broad knowledge on equities investment/trading. With at least one year in actual Fund Management work handling equities portfolio.
- Those with comprehensive experience working for a Bank or any financial institution as a equities portfolio assistant or as an equities trader may also be considered.
- Strong interpersonal and communication skills
- Flexible with strong negotiation, statistical and analytical skills
- Knowledgeable in fundamental and technical analysis
- Proficient in MS Office.
- Able to withstand high stress situations

H E A L T H C A R E

Customer Care Assistants (Hotline)

Responsible for prompt, accurate and effective handling of Healthcare-related telephone inquiries and concerns. Grants approval or declines cases depending on the limits of the members' coverage.

- Holds a Bachelor's degree in any medical-related field
- Keen to details
- Analysis and Decision-Making skills
- People-person

Customer Care Assistant Liaison Officers (Medical Services)

Tracks and monitors in-patient utilization, relationship building with accredited service providers and attends to all inquiries of healthcare members.

- Holds a Bachelor's degree in any medical-related field
- Experience in handling medical insurance claims
- Willing to do field work
- Highly conversant

Customer Care Assistant Claims Processor (Utilization Management)

Responsible for the evaluation and prompt processing of claims, maintenance of complete and updated claims records and preparation of claims report.

- Holds a Bachelor's degree in any medical-related field
- Time Management Skills
- With a quota of 250 claims per day
- Experience in handling medical insurance / HMO claims is an advantage

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| M A R K E T I N G |
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Account Executives

Responsible for providing sales generation support for the assigned brokers, agents and direct clients, assisting in the installation of closed accounts, and supplementing the Account Executives in providing after sales service to existing accounts by coordinating with different work units of Healthcare. (HEALTHCARE)

Help Filipino families realize their dreams by soliciting and servicing accounts for group insurance plans. (GROUP MARKETING)

- Holds a Bachelor's degree in any business or medical related course (Healthcare)
- Preferably has experience in sales
- Effective presentation skills
- Willing to do field work
- Goal oriented

Activation Officers (Makati and Davao)

Ensures establishment and continuous implementation of training and development system catering both to existing agents and new recruits. Conducts intensive sales training and development program to new and existing agents.

- Holds a Bachelor's degree in accountancy or any business-related course
- Experience in training and development in insurance and finance industry is an advantage
- Presentation and Sales management skills; Training Module Development
- Excellent communications skills
- Willing to travel

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| PLANNING & PERFORMANCE MONITORING |
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Operations Review Analyst

Responsible for/ assists in the development, review, modification, and documentation of systems and procedures with the objective of improving overall operating effectiveness and efficiency, improving customer service, reducing costs, and providing Management with information on performance and productivity measures.

- Holds a Bachelor's degree in Statistics, Engineering, or Mathematics
- Excellent interpersonal and communication skills
- Highly analytical

Corporate Communications Assistant

Responsible in conceptualizing, initiating, overseeing and implementing tasks and projects related to corporate communications.

- Holds a Bachelor's degree preferably in Communication Arts
- Excellent interpersonal and communication skills
- With experience in preparation of various print communication publications like newsletters, annual reports, and brochures

Marketing Planning Assistant

Provides support services to all marketing units by initiating market and product research studies and surveys, designing various marketing collaterals, managing promotional and public relations programs and putting out advertisements and publications in support of the Company's strategic thrusts and directions.

- Holds a Bachelor's degree in any Business related course
- Excellent communication skills
- Highly analytical with superior mathematical aptitude

C O C O L I F E A S S E T M A N A G E M E N T

Investment Specialists

Develops a database of prospective investors and converts prospects into client investors in mutual funds. (ASSET MANAGEMENT)

- Holds a Bachelor's degree in Psychology or any Business related course
- Must have effective presentation and communication skills
- Willing travel for fieldwork and look into prospective markets
- Preferably with sales experience

We invite you to visit our office and take our PRE-EMPLOYMENT EXAMS daily @ 8:00 AM or 1:00 PM

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