



গ্লোবাল ইন্স্যুরেন্স পিএলসি

Global Insurance PLC

Symbol of Security & Peace

Senior Officer/Assistant Manager- Claims (Mid-Level position)

Global Insurance PLC, a reputed, fast-growing, publicly listed general insurance company in Bangladesh, is seeking an eligible, dynamic, and deserving professional for its Head Office team.

No. of Vacancies: 01 (One)

Job Description / Responsibilities

- Investigate, evaluate, and precisely assess damaged vehicles; estimate accurate repair costs and collaborate closely with authorized garages.
- Prepare detailed reports, maintain precise claim records, and assist in compiling all necessary paperwork for the Claim Committee Meeting.
- Ensure strict compliance with company policies, local insurance laws, and regulatory standards while actively detecting and mitigating potential fraudulent claims.
- Provide empathetic, prompt, and efficient customer service to claimants throughout the settlement process.
- Stay updated on automotive industry trends, technological updates, and general insurance claims best practices.

Job Nature: Full-time

Educational Requirements

- Minimum Diploma or Bachelor's degree in Automobile Engineering from a reputed Govt. Polytechnic Institute or Public University.

Experience Requirements

- At least 3-5 years of hands-on experience in automobile claim management specifically within the non-life (general) insurance sector in Bangladesh.
- Strong technical knowledge of automobile mechanics, repair processes, and structured damage assessment.

Additional Job Requirements

- Age preferably between 25 and 35 years.
- Strong analytical, problem-solving, and decision-making abilities.
- Excellent communication, negotiation, and interpersonal skills.
- Proficiency in ERP systems and computer applications.
- Good understanding of insurance laws, regulations, and industry best practices.
- Ability to work independently as well as in a team environment.
- High level of integrity, professionalism, and commitment to ethical claims handling.

Job Location: Head Office

Salary Range: Attractive salary & allowances will be commensurate with experience & qualifications.

Other Benefits

- Contributory Provident Fund, Festival & Incentive bonus, Group and Hospitalization benefit etc.

Application Instruction

If you're ready to take on this exciting challenge, please send your CV and a cover letter detailing your experience to hr@gilbd.com by **25th July 2026**. You may submit the documents via **email, courier, or by hand**.

Apply Online

Only shortlisted candidates will be contacted for further assessment.

Company Information

Global Insurance PLC

Address: Al Razi Complex (12th Floor),
166-167, Shaheed Syed Nazrul Islam Saranai,
Purana Paltan, Dhaka-1000

Web: www.gilbd.com