



New Business Officer



We have an exciting full time opportunity for an organised and customer focused administrator to join the CIGNA Life Insurance New Zealand Limited team as a New Business Officer.

The purpose of the New Business Officer position is to provide excellent and efficient underwriting support services.

This primarily involves providing administration and associated support to the Underwriting Team on new and pending business in a seamless manner, and in line with the strategic objective of improving customer service and efficiency while also optimising sales conversion rates.

We are looking for someone who ideally has:

- 3-5 years administration experience
- 1-2 years life insurance industry experience or experience working with medical terminology
- Excellent interpersonal and communication skills
- Strong time management and prioritisation skills
- Strong computer literacy

Based in the Majestic Centre in Wellington, CIGNA employees enjoy working in a dynamic, state-of-the-art environment with a proactive team and for an organisation that succeeds through its commitment to serving customers and in enhancing the strength of their people.

We offer a very competitive salary and benefits package (including superannuation, wellness programme and two additional days leave).

Opportunities are available here to develop your skills, with unique opportunities to develop skills. This may include both formal and on-the-job training and financial support for obtaining appropriate qualifications.

If you would like to find out more about this role or would like to see a position description, please contact Kimberly Wong on +64 4 474 3186 or via email nz.hr@cigna.com.

If you would like to apply, please email HR a copy of your covering letter and CV to nz.hr@cigna.com. The deadline for applications for this position is 5pm, Wednesday 16 June 2010.

CIGNA – TO HELP THE PEOPLE WE SERVE IMPROVE THEIR HEALTH, WELLBEING AND SECURITY