



Job Description & Job Specification

Job Title: Junior Claims Officer	Team: N/A
Department: Claims	Location: Lahore-2 Branch
Job Level: Entry Level	Nature of Job: Desk Job with Some Travel
Category: Full Time Employment	No. of Positions: 1
Gender Preference: No Preference	Remuneration: Market Competitive

Last Date to Apply: November 07, 2025

Job Summary:

We are seeking a detail-oriented and motivated Junior Claims Officer to assist in the effective handling, assessment, and settlement of general insurance claims (all classes of business) while ensuring timely processing, fairness, and adherence to company policies and regulatory standards. The Junior Claims Officer shall be playing a key role in maintaining customer satisfaction and operational efficiency within the claim's domain of the branch.

Job Description:

- Register and acknowledge any new insurance claims promptly.
- Review claim forms, policy coverage, and supporting documents for accuracy.
- Conduct preliminary claim assessments.
- Coordinate with surveyors, and Head Office when required.
- Prepare concise claim summaries and assessment reports for approval.
- Respond to customer inquiries and provide timely claim status updates.
- Liaise with internal departments to facilitate smooth claim settlements.
- Maintain accurate and complete claim files and records.
- Track and follow up on pending claims and documentation.
- Ensure all claims are handled in compliance with company and regulatory guidelines.

Job Specification:

Education Qualification:

- Minimum Bachelor's degree in Commerce/Business/ Finance/ Insurance/Risk Management.

Relevant Experience:

- 2-3 years of relevant experience.

Essential Skills:

- Good understanding of general insurance principles, policy coverage, and claims procedures.
- Strong analytical and problem-solving skills.
- Excellent communication and interpersonal skills.
- High attention to detail and accuracy in documentation.
- Proficiency in Microsoft Office and insurance claims management systems.

Interested candidates please drop your CVs at teamhr@agico.com.pk by November 07, 2025. Please mention position title in email subject.

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