



A Cooperative Partner of The Zurich Insurance Group
Head Office: 28/F Petron Megaplaza, 358 Sen. Gil Puyat Avenue, Makati City 1200, Philippines
Trunkline No.: (+632) 8988-6388 · Fax No.: 8988-6330
www.standard-insurance.com · inquiry@standard-insurance.com

Sales & Marketing Division

Position Title: Junior Sales Associate

I. Basic Function

Monitors the transaction of a zone/dealer; Monitors the receivables and premium collection of the assigned accounts.

II. Job Qualifications

- Graduate of any 4-year business-related course.
- Good in oral and written communication and interpersonal skills.
- Willing to work under pressure.
- Proficient in Microsoft Office (Word and Excel).
- Highly personable, smart, articulate, and hardworking.

Claims Division

Position Title: Claims Customer Support Associate

I. Basic Function

Responsible for the receipt of all claim documents and other pertinent correspondence relative to claims. He/ She is also tasked to brief the claimant about the claim process, answer queries and provide necessary information and assistance to claimants in filing claims.

II. Job Qualifications

- Graduate of any 4-year course.
- One (1) year of work experience is an advantage.
- Customer service skills
- Patient and hardworking
- Good oral and written communication skills.
- Computer literate
- Orderly maintaining files

Position Title: Claims Payment Processor

I. Basic Function

Responsible for the verification and recommendation of payment on all letters issued and released by the Claims Handlers to dealers and non-dealer shops.

II. Job Qualifications

- Graduate of any 4-year business-related course.
- Work experience on motor claims is an advantage.
- Knowledgeable in handling financial matters.
- Possess an eye for details.
- Hardworking, analytical, and systematic.
- With good oral and written communication skills.

Position Title: Claims Handler

I. Basic Function

Determines the compensability of motor car claims and evaluation of the company's liability for payable claims.

II. Job Qualification

- Graduate of any 4-year business-related course
- With at least two years of work experience in motor claims handling
- Vehicle parts and collision analysis areas are an advantage
- Must be analytical, resourceful, responsible, trustworthy, and hardworking
- Good in oral and written communication and interpersonal skills.

Risk Management Division

Position Title: Policy Processor

I. Basic Function

Responsible for issuance of insurance policies and endorsements for all lines of business emanating from the Corporate Group and Branches for risks where they do not have authority (on a case-to-case basis).

II. Job Qualifications

- Graduate of any 4- year business related course
- Good in oral and written communication and interpersonal skills
- Organized, analytical, and results-oriented
- Team player.

Position Title: Risk Analyst

I. Basic Function

Provides support in risk selection and retention by executing the actual ocular inspection or properties to be insured; Provides loss investigation and/or risk improvement advice.

II. Job Qualifications

- College graduate of an Engineering course, preferably Electrical or Mechanical
- At least 3-5 years of engineering work experience in a related field.
- Insurance experience (outside the engineering experience) is an advantage
- Proficient in the use of computers and MS Office
- Has good presentation skills
- Good oral and written communication skills



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Position Title: Underwriting Associate

I. Basic Function

Responsible for ensuring that the Branch Underwriting Associates adhere to the underwriting guidelines in risk assessment and acceptance, renewal, and cancellation of policies; Provides Technical Training.

II. Job Qualifications

- Graduate of any 4-year business-related course.
- With at least two years of experience in handling all lines at non-life products is an advantage.
- Willing to work under minimal supervision.
- Willing to undergo training on various lines, if necessary.
- Willing to travel to different branches.
- Has an eye for details.

Finance Division

Position Title: Cashiering Assistant

I. Basic Function

Responsible for the company funds. Monitors the flow of cash as well as all the expenses of the branch for replenishment and preparation of cash reports for submission to the Head Office.

II. Job Qualification

- Graduate of a 4-year business-related course
- Experience in the same field is an advantage
- Possesses a high sense of integrity
- Can effectively communicate with all types of people
- Hardworking, organized and result-oriented
- Can work with minimum supervision
- Can work under pressure
- Willing to undergo training

Position Title: Telephone Operator

I. Basic Function

The primary function of the Telephone Operator is gracefully and cheerfully answering all incoming calls coming from external customers and connecting these calls to the concerned party. She also ensures that the PABX system is always functioning well.

II. Job Qualifications

- Graduate of any 4-year course
- With one year of experience in the related field is an advantage.
- Must have a good ability in providing assistance in the company's communication system and in performing activities related to telecommunication.
- Must be articulate in the English language, can work under minimum supervision, customer service oriented, resourceful, and hardworking.



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Position Title: Accounting Assistant

I. Basic Function

For Branches: In-charge in preparation of cash vouchers and checks for Claims and G & A; In-charge of releasing checks.

For Head Office - Branches Supervising: Primarily responsible for the verification of collection reports and disbursements/replenishment submitted by branches; For Head Office - Corporate Accounting: primarily responsible for the accurate and timely receipting of collections as well as preparations (generate from the system) and sending of a statement of accounts.

II. Job Qualifications

- Graduate of Bachelor of Science in Accountancy; or any related course
- With at least one year of work experience is an advantage.
- Keen on details.
- Good in oral and written communication and interpersonal skills.
- Proficient in Microsoft Office (Word and Excel).

Technical Division**Position Title: Technical Assistant****I. Basic Function**

In-charge in the ocular inspection and motor valuation of light to heavy motor vehicles in drive-in centers and mobile sites.

II. Job Qualifications

- Graduate of Mechanical Engineering or at least a 2-year automotive course
- With or without experience
- Knowledgeable in troubleshooting minor engine breakdowns
- Good communication skills both oral and written
- Ability to prepare reports clearly and understandably
- Can work under pressure and with minimum supervision
- Fast learner, willing to be assigned to branches.

Automotive Collision Appraisal and Analysis (ACAA)**Position Title: ACAA Appraiser****I. Basic Function**

The Appraiser is primarily responsible for the desk reviews and complete Total Loss Valuation and other necessary carrier guidelines of light to heavy motor vehicles with the use of CCC ONE and/or Mitchell Estimating.

II. Job Qualification

- Graduate or at least 2 years of college in an Automotive course
- At least one year in automotive collision estimating (estimator/ evaluator)
- Knowledgeable in automobiles and automotive engines,
- Can express well in English
- Experience in using MS Office
- Inquisitive and can handle pressure.
- Work experience in handling U.S. accounts for customer services preferred but not required

Standard Technology Group

Position Title: Java Programmer

I. Basic Function

The Java Programmer develops and maintains systems. They will create and maintain appropriate documentation. Conducts system/function tests. Also, performs investigation, problem-solving, and troubleshooting for delivered/installed systems

II. Job Qualification

- With 2-3 years of experience developing Java web-based applications with a solid understanding of best practices including but not limited to scalability, maintainability, and security.
- Experience with Spring Framework
- Experience in APIs, Microservices
- Experience in Hibernate
- Familiarity with Eclipse IDE

Position Title: System Support Specialist

I. Basic Function

The System Support Specialist will work with Business Analysts and Programmers in providing system training and online/onsite support to the users of the company. They will also be responsible for system deployment and installation.

II. Job Qualification

- Graduate of Business, Computer Science, Engineering, or another related course
- At least two years in system support or actual business work
- Ability to work independently and in a team environment to solve technical support issues.
- Good presentations skills
- Good interpersonal skills
- Strong written and oral communication skills

Position Title: AI / Data Science Engineer

I. Basic Function

Will research, design, and implement machine learning algorithm in risk modeling, customer churn, computer vision, and natural language processing; Evaluates existing AI/ML implementations to streamline/ enhance processes.

II. Job Qualifications

- BS Computer Science, or BS Computer Engineering, BS Math or BS Applied Math
- With 1-year in data science role preferred
- Python, Pandas, Scikit-learn
- Top 3 percent in logical/abstract reasoning exam results, emotionally stable, has a can-do attitude.

Position Title: Business Analyst

I. Basic Function

Responsible for the analysis and translation of business processes into workable systems requirements

II. Job Qualifications

- Graduate of Business, Computer Science, Engineering other related courses
- At least 3 years in system analysis or actual business work
- Good command of the English language
- Systems Analysis Skills
- Systems Analysis Tools
- Strong written presentation skills
- Basic Leadership and Organization Experience
- Technical documentation skills

You can send your resume to jobs@standard-insurance.com. Or call Ms. Johanna Charis A. Perez at 0917 300 8962 or 0998 961 6065 for inquiries.