



LIFE INSURANCE CONTRACTS MANAGER

DUTIES

The manager performs the following tasks:

- Ensures the production of contracts, amendments thereto and/or settlements, both qualitatively and quantitatively;
- Monitors the life of the contracts: partial and total redemptions, extraordinary payouts, recording of new business, etc.;
- Reviews the files: presence and validity of supporting documents;
- Records and controls contract management transactions;
- Ensures compliance of management documents;
- Prepares and processes standard mailings sent to clients or banks;
- Controls recorded official documents;
- Handles telephone calls.