



Job Title: Reinsurance Claims Officer
Department: Technical – Reinsurance

Job Summary

Provision of an efficient and effective Reinsurance Claims service. This includes ensuring that all claims related matters are dealt within the agreed timescales and recovered without undue delay whilst adhering to the different procedures, guidelines, and instructions in place.

Main Responsibilities

- Handle reinsurance claims process from notification to recovery in an efficient manner, including but not limited to timely updates and technical-based negotiation
- Review of claims and make recommendations to the Claims department
- Monitoring of reinsurance claims recoveries
- Processing of reinsurance recoveries on IT system
- Maintain list of reinsurance claims, including details of recovery
- Prepare claims reports and statistics on an ad-hoc basis

Job Requirements

- Degree Holder in the fields of Actuarial, Mathematics, Law and Business Management
- 1– 3 years of reinsurance working experience is desirable.
- Good Communication skills (Written & Oral)
- Good Organizational Skills
- Ability to work independently and within teams
- Ability to adapt to changes and cope with pressure

The company reserves the right to call only the best qualified candidates for the selection exercises. Applications received after the closing date might not be considered.

The company also reserves the right not to proceed with the vacancies.