



Secure Tomorrow

Minet

AON | Global Network Correspondent

WE ARE LOOKING FOR TALENT!

GRADUATE INTERN – CLAIMS DEPARTMENT

Risk. Reinsurance. People.

RESPONSIBILITIES:

- Responsible for all areas of Short-Term Insurance Claims, deliver service beyond expectations through prompt and professional settlement of claims, reporting directly to the claims manager:
 - receive and peruse all claims mail
 - process claims through recognized procedures and monitor progress
 - produce accurate claims statistics
 - initiate recovery and follow through process
 - calculate and negotiate accurate claim settlement with insurers and suppliers
 - authorize repairs where there is authority
 - communicate with insurers on a point of law
 - keep abreast of changes in law affecting our industry and certain policies
 - maintain claim files and answer queries
 - accompany Account Executives / Brokers to clients when necessary
 - articulate and encourage excellent service delivery standards to all clients
 - Foster sound working relationships with other functional business units / divisions
 - ensure compliance with all company policies, best operating standards, statutory and regulatory requirements
 - contribute towards the company's business growth, sustainability, and profit objectives

QUALIFICATIONS:

- **Academic:** LLB or related field
- **Professional:** Associate or Fellow of the Chartered Insurance Institute or equivalent professional insurance/legal qualification essential.

EXPERIENCE:

No experience required

CONTACT:

Interested applicants should submit Cover letter, CV and relevant certificates to careers@minet.co.ls before close of business on the 07th of May 2021.

OUR VALUES

01 | | Honesty 02 | | Expertise 03 | | Agility 04 | | Respect 05 | | Teamwork