



Excellent Career Opportunity



Job Title: Scheme Administrator

Division	:	Healthcare
Location	:	Nairobi
Reports to	:	Assistant Operations Manager

PURPOSE OF THE JOB

To ensure all new healthcare business and renewed business are set up in the systems including membership management. Ensure that members can access medical services. Ensure all premium relating to the business is recorded and clients are updated accordingly.

Summary Job Description

- ✓ Managing the schemes and membership data of our clients.
- ✓ Interpreting scheme write ups and setting up these in the various healthcare systems
- ✓ Renewing schemes in the various healthcare systems and confirming with external partners that the schemes have been set up correctly and members are able to access services on time.
- ✓ Managing membership and additions, deletions and upgrades in the healthcare systems and ensuring the underwriters are advised on time and to effect and terminate covers.
- ✓ Ensuring all members are issued with cards and premiums are booked and shared with the clients on time.
- ✓ Listening to client queries and resolving them within agreed timelines. Responding to emails promptly.
- ✓ Ensuring membership lists are always clean and up to date, and when scheme renewals are done by comparing various client data and ensuring only eligible members are covered.
- ✓ Periodically updating matrix on invoicing, cards, and pending issues on claims regarding membership details clarifications and updates.
- ✓ Monthly and quarterly reconciliations of underwriter statements in comparison to Minet's.

Key Competencies

- ✓ Proficiency in Microsoft excel
- ✓ Quick learner
- ✓ Time management skills and attention to detail.
- ✓ Interpersonal and communication skills
- ✓ Flexibility and adaptability.
- ✓ Team player

Knowledge and Skills Required

- ✓ 2 years' work experience in data handling
- ✓ Proficiency in Microsoft Office Applications
- ✓ Customer Service Skills
- ✓ Time management
- ✓ Attention to details

The job holder must possess:

- ✓ Bachelors' Degree in Any Business Related Field, Actuarial Science holders are encouraged to apply.
- ✓ Diploma in Insurance or Certificate of Proficiency (COP) will be an added advantage.

If you meet the above requirements, please email your application and resume to recruitmentkenya@minet.co.ke on or before close of business **17th February 2022**, quoting the job title as the subject. Only shortlisted candidates will be contacted.