



Career Opportunity

CLAIMS TECHNICIAN

Duties will include:

- Attend to claims from inception to final settlement
- Assist clients in lodging claims and in claims procedures to be followed
- Initiate and monitor the claims development processes and procedures
- Conduct site visits for serious claims
- Claims adjustment and settlement
- Verify claims validity, adjust claims to policy conditions and assess the claims payable
- Negotiate Insured and Third Parties' claims for settlement and pay bills and invoices
- Assess and initiate recovery action
- Negotiate recovery with Third Parties/Third Party Insurers
- Oversee claims projects
- Set deadlines, assign responsibilities and monitor and summarize progress of projects
- Any other cognate duties

Qualifications and Experience:

The ideal candidate should possess the following profile:

- Holder of Higher School Certificate (HSC) or equivalent
- Post-Graduate Diploma in Mathematics/Law/Quantity Surveying/Engineering
- Certificate/Diploma in Insurance would be an advantage
- At least 5 years' working experience
- Be proactive, dynamic and result oriented
- Be able to handle pressure to deliver against tight deadlines
- Have good interpersonal and communication skills (both oral and written)
- Be a team player
- Be conversant with MS Office Tools

If you feel challenged by the above position, and believe you have the required profile, please send your application letter and a full Curriculum Vitae quoting "CLAIMS TECHNICIAN" in the subject line to:

hr@swanforlife.com

Closing: Friday 22 January 2021

The Company reserves the right

- 1 To convene only the best qualified candidates to participate in the selection exercise.
- 2 Not to make any appointment following this advertisement