



## Career Opportunity

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### CLAIMS HANDLER

**Duties will include:**

- Attend to motor/non-motor claims from inception to final settlement
- Assist clients in lodging claims and in claims procedures to be followed
- Record claim forms, statements from clients and witnesses
- Initiate and monitor the claims development processes and procedures
- Verify claims validity, adjust claims to policy conditions and assess the claims payable
- Negotiate Insured's and Third Parties' claims for settlement and pay bills and invoices
- Assess and initiate recovery action
- Negotiate recovery with Third Parties/Third Party Insurers

**Qualifications and Experience:**

The ideal candidate should possess the following profile:

- Holder of Higher School Certificate (HSC) or equivalent
- Certificate/Diploma in Insurance, Law or related field would be an advantage
- At least 2 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 HANDLER" in the subject line to:

[hr@swanforlife.com](mailto:hr@swanforlife.com)

**Closing: Friday 20 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