

CLAIMS HANDLER,
JUBILEE EUROPE,
AMSTERDAM

JOB PURPOSE

To assess and handle unemployment, disability and life claims.

KEY TASKS

- To assess all claims
 - Update in-house database
 - Proactively manage claims
 - Liaise with customers in a professional manner
 - Appoint third parties (medical advisors, claims adjusters) as appropriate
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KEY PERSONAL SKILLS REQUIRED

- The ability to absorb technical information
 - An analytical mind
 - The ability to make decisions
 - Numeracy
 - Confidence
 - Sound judgement
 - The ability to work to tight deadlines
 - Willingness to use your own initiative
 - Good interpersonal and communication skills
 - Negotiating skills
 - Medical knowledge would be useful
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