

SJABLOON – Werken via KdG –

Gelieve dit ingevulde sjabloon te mailen naar: werken-via-kdg@kdg.be

Sollicitaties dienen verstuurd te worden naar de contactgegevens uit de vacature.

Functietitel:

Claims handler

Bedrijfsnaam:

Tokio Marine HCC

Uiterste sollicitatiedatum:

31/08/2019

Categorie:

Juiste categorie aankruisen*

| | |
|-------------------------------------|---|
| Administratie en secretariaat | |
| Creatieve en artistieke beroepen | |
| Financiële en juridische sector | |
| Gezondheidszorg | |
| HR management | |
| ICT en multimedia | |
| Transport, logistiek en distributie | |
| Onderwijs | |
| Sales, marketing en communicatie | |
| Sociale en culturele sector | |
| Techniek, chemie en productie | |
| Andere | X |
| Jobevents | |
| Studentenjobs en vrijwilligerswerk | |

Job Description Claims Handler 2019

Function of employee.

The candidate shall work for a Japanese Insurer inside an International environment. The activity of the company is focused on **Japanese business** only but with a broad view of the insurance sector: property, liability and marine (cargo). The candidate will work in a small team in Brussels office but inside an international company with different nationalities

The main language is English.

The candidate will handle the claims, mainly marine insurance . the company is covering different lines of business : marine, property, liability and products liability.

He/she will process information in different data bases for reporting purposes. He/ she will control and prepare the payment for the indemnity. He/she will be in charge of the activity of the recoveries and the process of recoveries. The candidate will be supervised by the Deputy Claims Manager (DCM)r and will report directly to the DCM

Primary job function of the claims handler

- Handle the new claims / Handling of his/her own files
- Organisation and follow up of the recovery activities
- Reporting

Required skills

- Languages : English (**main language**) and Dutch , French
- Studies : Bachelor in Insurance
- Strong understanding of the instructions , the procedure and the hierarchy
- Open mind
- Team spirit
- Accurate / reporting
- Client focused
- Respect of the dead lines
- Excel
- Outlook

Work status

- Full time (5 days a week)
- Travel : occasionally (Belgium, UK, NL)

Reporting

The candidate will report directly to the Deputy Claims Manager in Brussels .