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## Claims Analyst

Our client, a substantially capitalized, publicly listed Bermuda-based specialty insurer and reinsurer, invites applications for the position of Claims Analyst.

The successful candidate will professionally and efficiently manage a portfolio of claims emanating from business written, ensuring that all claims records reflect an up-to-date and accurate position of the incurred and paid position, and that all authorized claims are paid in an efficient and timely manner.

### **Key Responsibilities:**

- Administration of assigned portfolio of claims in accordance with contract wording, ensuring that claims are referred as appropriate per the Claims Service Agreement, and the required information is provided per agreed and established timeframes
- Analyse statements with net claims payments/refunds, reinstatement premiums, deductions, funds withheld or portfolio transfers
- Processing of claims reserve and payments within established timeframes, ensuring that all claims records are accurate and up-to-date, including the review of data quality reports, whilst ensuring all claims are signed off in accordance with agreed authority levels
- Ensure all backing documentation is associated to the appropriate claim record, maintaining both current and historic electronic files on existing claims
- Confirm information as requested for the Letter of Credit process
- Liason with Brokers, Underwriters, Finance and Group Claims as required to ensure all stakeholders are fully briefed, including participation of Claims meetings
- Ensure management are kept informed of progress and issues of everyday business and if appropriate, specific projects

### **Minimum Qualifications, Skills & Experience:**

- Education at High school diploma level
- At least 2-3 years experience in a comparable role within the Reinsurance Industry
- Be able to demonstrate a good understanding of insurance contracts, claims terminology and calculations
- Proven track record of identifying and analyzing problems, identifying and evaluating options, deploying sound decision making skills
- Proven proficiency with Reinsurance & Claims administration systems

To apply please send your resume to [careers@expertise.bm](mailto:careers@expertise.bm) or apply online at [www.BermudaJOBS.com](http://www.BermudaJOBS.com).

All enquires will be dealt with in strict confidence.

Closing date: February 6, 2012

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