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Claims Technical Assistant

Bermuda domiciled company providing professional indemnity insurance capacity on behalf of a global professional services network seeks applicants for the position of Claims Technical Assistant, to provide claims support to the company's claims team. A majority of the day to day reporting will be to the company's Claims & Legal Counsel but the role will also involve other projects with senior management within the company. The company operates a small team, in which this new role will play a key part with core responsibilities to include:

- Providing primary support to the claims team in handling the electronic recording of claims data and filing of claims documents;
- Recording incoming notifications, including entering and tracking relevant notification details electronically;
- Maintaining, checking and updating claims information, in order to reflect ongoing developments together with financial movements;
- Inputting financial and other data to the company's claims system;
- Extracting and collating financial information, including the preparation of bordereaux;
- Monitoring the status of claims reporting, to include liaising with legal and other service providers on a regular basis;
- Providing general analytical and administrative support to the claims team; and
- Assisting the company's management with special projects, as required.

Candidates must have the following experience, skills and attributes:

The role would suit well-organised, efficient and disciplined individuals with experience of working in the insurance/reinsurance industry, who have strong analytical skills and an eye for detail together with the enthusiasm and ability to learn through performing the role. Applicants are sought who have a minimum of three (3) years' experience in a similar claims support role and/or currently hold or are working towards relevant insurance/reinsurance designations. The candidate must also demonstrate:

- A very high level of computer literacy and aptitude in Microsoft Office products, with a particular emphasis on Excel;
- Experience in working with claims systems and databases;
- Excellent communication skills, both written and oral;
- Strong analytical and numerical skills;
- The ability to prioritise effectively and meet deadlines;
- A strong work ethic, including a willingness to work additional hours as required, and the ability to work within a small team; and
- A willingness to take on a variety of tasks and adapt to the challenges that the role may require.

To apply for the above position, please visit our careers page at kpmg.bm.

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Deadline to apply is Thursday, January 21, 2016.

KPMG is an equal opportunities employer.

