



MULTINATIONAL CLIENT COORDINATOR (JR2002894)

Job Summary

This individual will be responsible for the administration of an assigned portfolio of accounts. Additionally, this position involves monitoring premiums, producing reports for clients and liaising with our overseas Producing offices.

Duties & Responsibilities:

- Bound and collate premiums, claims and reinsurance documentation details and ensure correct Genius coding is set up
- Liaise with the Claims unit to distribute program structure and ultimate reinsurer details
- Resolve all account related queries from Producing Office that are within their scope; or escalate to Multinational Client Executive
- Setup and maintain the account files in an in-house processing system
- Maintain booking documentation and review for accuracy
- Organize and review funding requests and submit for authorization
- Ensure cash collections and onward transfers to captives/reinsurers are prompt and in line with bookings
- Prepare and respond to all captive audits
- Investigate and clear unresolved unallocated cash
- Ensure completion of all manual fields in Program Management Database to enable management meaningful review
- Regularly and thoroughly monitor all accounts through high & medium level reports from the Program Management Database to ensure program expectations are maintained
- Distribute cash flow reports to the producing offices on a monthly basis or more frequently when required
- Maintain Automated Settlement System and distribute all settlement documentation to required parties
- Liaise with Multinational Account Coordinator Team and Premium Tracking Analysts as required
- Any other duties as assigned

Qualifications & Job Experience:

- Associates Degree preferred or 3 years' experience in insurance
- 2 – 5 years of administration experience
- Progress towards an industry recognized designation, i.e. ARe, ACII or CPCU, a distinct advantage
- Excellent time management skills, with the ability to multi – task and prioritize
- Able to work effectively and accurately to meet required deadlines
- Excellent verbal and written communication and organizational skills
- Excellent customer service skills with the ability to communicate at all levels of the organization
- Strong knowledge of Microsoft Suite applications
- Flexible and willing to work extended hours as required

If your experience and ambition matches the above criteria, please apply online at:

https://aig.wd1.myworkdayjobs.com/aig/job/Pembroke/Multinational-Client-Coordinator--Bermuda_JR2002894-1

All applications must be received by close of business on
May 4, 2020

Thank you for your application and interest in AIG Bermuda. Please note you will only be contacted if you are short-listed for an interview.

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