

# Expertise

*We are retained to recruit  
by many of Bermuda's  
finest employers. Arch  
is one of them.*

**Phone:**  
441-296-0336

**Email:**  
bdajobs@expertisegroup.com



**Address:**  
8 Par-la-Ville Road,  
Mintflower Place, 2nd Floor,  
Hamilton, HM08

 For more employment opportunities please visit:  
**[www.expertisegroup.com](http://www.expertisegroup.com)**

## Claims Administrator

Arch Reinsurance Ltd. (Bermuda) provides specialty property, casualty and life reinsurance products through reinsurance intermediaries worldwide. These programs range from Property Catastrophe and Property Excess of Loss reinsurance to Professional Liability and Marine Treaties. Our Bermuda-based operation has a strong, proven management team, a commitment to underwriting discipline, and financial strength that is rated A (Excellent) by A.M. Best and A+ by S&P.

The Claims Administrator is responsible for providing administrative support to the Claims Department as required.

### **Duties & Responsibilities:**

- Administration of incoming claims notifications
- Maintain Company's electronic claims files
- Assist with the set-up of claims in Company's system and/or updating information on existing claims
- Assist with booking transactions into the Company's system
- Assist with the review & verification of claims balances on broker statements
- Assist with review & resolution of aged claims balances
- Review & respond to incoming broker queries
- Other tasks as required

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

- Preference will be given to candidates with a Bachelor's degree
- Basic Insurance/Reinsurance claims handling experience would be an asset
- Strong Mathematical / analytical skills
- Ability to handle assigned tasks in a timely manner and with attention to detail
- Strong oral & written communication skills and ability to multi-task
- Ability to provide clear written reports
- Proficient in using Microsoft Office products
- A strong work ethic and the ability to meet deadlines, take initiative and work with minimal supervision

To apply please send your résumé to [bdajobs@expertisegroup.com](mailto:bdajobs@expertisegroup.com). All applications are handled in a confidential manner and in accordance with Expertise's Privacy Policy, available on our website.

**Closing Date: February 23, 2022**

