

Turkey Jobs Expertini®

Operations Admin, temporary 6 months

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Company: CHUBB

Location: Turkey

Category: other-general

This is a temporary role for a duration of 6 months.

The role holder will assist all Regional and Turkey Underwriters (UW) in policy administration and servicing across multiple

Lines of Business. We will consider candidates with previous experience in an Insurance related support role, or from an administration background gained from within a large company.

The role includes:

Servicing UW requests via Workview system or via emails based on agreed service levels.

Assisting UW in underwriting and policy generation tasks.

Ensure timely issuance of policies, certificates, invoices & other documentation.

Timely registration of premiums and maintenance of accurate policy records on Chubb systems.

Assisting UW with basic information through research to help evaluation of Client business, Support internal departments like Claims, Credit Control and Finance by researching and providing information as appropriate and supporting the closure of Open Items.

Build relationships and have regular contacts with Brokers/Clients assisting them in Policy related queries under the guidance of Underwriter.

Assist Multinational Unit when required.

Prior experience of servicing insurance programmes or servicing multinational or international programmes would be an advantage

Good written and verbal communication skills in English and Turkish

Insurance processing experience is advantageous but not essential, we will consider candidates with strong attention to detail and experience gained in a servicing or administrative type role

Ability to build good relationships internally and externally

Flexible Working

We are open to discussing flexible working arrangements. This can be discussed with the Recruitment Business Partner managing this position.

Integrity. Client focus. Respect. Excellence. Teamwork

Our core values dictate how we live and work. We're an ethical and honest company that's wholly committed to its clients. A business that's engaged in mutual trust and respect for its employees and partners. A place where colleagues perform at the highest levels. And a working environment that's collaborative and supportive.

Diversity & Inclusion

At Chubb we consider our people our chief competitive advantage and as such we treat colleagues, candidates, clients, and business partners with equality, fairness and respect, regardless of their age, disability, race, religion or belief, gender, sexual orientation, marital status or family circumstances.

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