



EMPLOYMENT OPPORTUNITIES IN QBE EUROPEAN OPERATIONS

Job title: Claims Adjuster
Department: Claims (UK Casualty)
Location: Leeds

Role Purpose (Summary)

To examine, evaluate and process claims accurate and timely manner in accordance with the policy terms and conditions, ensuring a high level of service is provided to brokers and clients.

General Description

- Processing EL / PL claims via the company's mainframe systems
- Effectively manage a caseload of Claims files prioritising new and existing work appropriately
- Investigate and resolve claims in a professional and pro-active manner in order to provide excellent claims handling service
- Providing superb service, combined with claims excellence and minimal leakage
- Compliance with both Statutory and Corporate service standards
- Producing reports on existing and new claims
- Ad-hoc reporting for the underwriters and loss adjusters

Essential Requirements

- Have broad experience of working in Claims
- Good working knowledge of EL/PL claims
- Strong Investigative skills
- Excellent negotiation skills
- Excellent communication skills
- Degree or ACII qualified (or progress towards completion of insurance qualifications) preferred.
- Effective presentation skills
- Relationship Management Skills
- Ability to use MS Office applications, Word, Excel, Access and produce simple reports using this software