

## After Sales Support Administrator Jobs In Dubai | Allianz Partners

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After Sales Support Administrator Jobs In Dubai | Allianz Partners

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The After Sales Support – Senior Policy Administrator manages the complex tasks related to controlling data-entry, data-analysis, card-printing/processing information to ensure that the quality standards set by the clients are closely met, in terms of accuracy and turn-around time

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### Responsibilities

Manages inclusion of new members into the client scheme and database system.

Performs data error-correction, member upgrade, member deletions and alteration of client database to meet client's requirements.

Maintains high quality of card-printing to satisfy clients' preset standards of service.

Issues periodic or daily report on performance.

Meets further complex requirements, such as designing, photo-editing...etc.

Keeps accurate records on the various activities for internal and external review.

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## Requirements

Strong customer services orientation.

Keen attention to detail.

Demonstrable time management skills.

Problem Solving skills and ability to work under pressure to tight deadlines.

Ability to work well as part of a team-contribute to building team spirit, aid others to succeed.

Ability to comprehend, capture as well as interpret basic customer information.

Ability to produce accurate reports on production as and when needed.

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