

## Claims Administrator | PlaceUp Dubai

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### Claims Administrator | PlaceUp Dubai

Are you struggling to find qualified talent for your company who are actually up to the task?

We are currently seeking a highly organized and detail-oriented individual to join our team as a Claims Administrator. In this role, you will be responsible for managing reinvestments and approvals, as well as following up with Third-Party Administrators (TPAs).

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As a Claims Administrator, your main responsibilities will include:

Processing and managing reinvestment claims in a timely and accurate manner

Reviewing and approving claims based on established guidelines and policies

Collaborating with TPAs to ensure smooth claims processing and resolution

Following up with TPAs to obtain necessary documentation and information

Investigating and resolving any discrepancies or issues related to claims

Maintaining accurate records and documentation of all claims and related activities

Providing excellent customer service to internal and external stakeholders

Job requirements

Prior experience in claims administration or a similar role is preferred

Proficiency in using claims management software or systems

Strong analytical and problem-solving skills

Excellent attention to detail and accuracy

Ability to work independently and as part of a team

Effective communication and interpersonal skills

High level of professionalism and integrity

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