

United Arab Emirates Jobs Expertini®

Insurance Claims Assistant - General Lines

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Company: NAFFCO ELECTROMECHANICAL CO. LLC

Location: Dubai

Category: healthcare-practitioners-and-technical

Insurance Claims Assistant - General Lines Dubai - United Arab Emirates (UAE)

Experience: 2 - 5 yrs. | Opening: 1

Education: Any Graduation

Nationality: Any Nationality

Industry Type: Industrial Products / Heavy Machinery

Salary: AED 3,500 - 4,000 (\$946 - \$1,081)

Other Benefits: Medical Insurance, Paid Leaves, Visa, Accomodation, Transportation

Functional Area: Insurance / Underwriting / Surveying / Actuary Mar 7,2024

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Job Description

Assist in processing insurance claims for general lines, including property, casualty,

and liability claims

Review and verify claim information to ensure accuracy and completeness

Communicate with policyholders, insurance agents, and third-party vendors to gather necessary documentation and information

Maintain accurate and up-to-date records of claim status and communication with stakeholders

Provide administrative support to claims adjusters and managers as needed

Adhere to company policies and procedures regarding claims processing and customer service

Collaborate with cross-functional teams to improve claims processing efficiency and customer satisfaction

Desired Candidate Profile

Bachelor's degree in business, finance, insurance, or related field

Certification in insurance claims processing or general insurance principles preferred

Minimum of 2-3 years of experience in insurance claims processing or related field

Nationality preference: Open to all nationalities

Proficiency in English language, additional language skills a plus

Strong technical skills in MS Office, claims management software, and database management

Keyword: General Insurance , Claims Support Assistant , Insurance Claims Assistant , Claims Processing Specialist , Claims Processing Apply Now

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