

# United Arab Emirates Jobs Expertini®

## Policy Admin

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Company: TASC Outsourcing

Location: United Arab Emirates

Category: healthcare-practitioners-and-technical

### Job Description :

Our client is a leading **Insurance** company. They are now looking for **Policy Admin** to join them.

### Roles & Responsibilities:

Provide full administrative support to clients & intermediaries

Review all documents received and enter data in the healthcare systems while ensuring a high level of accuracy within the time frame as per the agreed SLA's

Maintaining physical or electronic records related to medical insurance policies & maintenance requests

Upload member data files to regulatory systems ensuring compliance with regulatory directives

Liaise with cross-functional teams for customer service, medical and health on track related queries

### Preference:

Previous experience in policy administration role

Immediate Joiners

Excellent organizational and multitasking skills

Customer-oriented communication skills

**Qualifications:**

Any Bachelor's Degree.

One-year administrative experience within the insurance industry

MS office - Microsoft Excel skills including (Data Filters, Data Sorting, Pivot Tables, Cell Formatting, Cell Formatting, Data validation) are a must for this role

**Benefits:**

Visa

Insurance

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