

Policy Management Officer Jobs In Dubai | Allianz Partners

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Company: Allianz Partners

Location: dubai

Category: other-general

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We are Allianz Partners. The leader in assistance and insurance solutions in the areas of international health, assistance, automotive and travel insurance. Allianz Partners is a global family of over 19,000 employees across 78 countries. This role is in the International Health part of the business, which has a number of well-known customer facing brands such as Allianz Care, Nextcare and Medi24.

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Responsibilities

The role of the Policy Management Officer involves working in a fast moving environment and administrating a portfolio of Corporate Clients. The roles provide candidates with the opportunity to be the “face” of our company , working with our colleagues to ensure that we exceed the requirements of the client or brokers on the administration and renewal of their contracts.

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Requirement

Be a strong team player with good communication skills

Ability to be flexible and open to learning new skills

Respond to requests from external and internal clients through email within our 24 hour service level agreements (SLA)

Process 50+ email per day and work on additional tasks

Act as the main point of contact for assigned group schemes, Sales Managers & brokers.

Build positive and professional working relationships with internal clients

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