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About the job

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. The International Health line of business provides international health, life and disability insurance and services, reinsurance and administration services to a wide range of customers. These include multinational companies, intergovernmental organisations (IGOs), non-governmental organisations (NGOs), private individuals, families and students. Our mission is to ensure that customers have access to quality healthcare through our support, care and commitment to go the extra mile. We are a truly global health partner for our customers, ensuring fast and simple access to the best advice, treatment and value for our customers. **Minimum Requirements:**

Degree in Business Administration or similar

2+ years of experience in the similar role.

Good knowledge of operating telephone, fax, e-mail, photocopier, etc

Physically fit to carry out duties.

Legally permitted to work in the country of operations.

Fluency in MS Office (Excel, Word, Outlook, PowerPoint) and general internet navigation and research skills.

31152 | Operations | Professional | Non-Executive | Allianz Partners | Full-Time |

PermanentSummary:The OAF Officer / Receptionist provides Reception and administrative support within the department with core responsibilities consisting of reception duties, document control activities, drafting departmental correspondence, and assisting with meeting and event logistics. The incumbent is expected to prioritize his/her workload appropriately and be responsible to ensure work quality and adherence to established policies and procedures, and to perform the more technical and complex tasks related to assigned area of responsibility. This position plays a key role in supporting daily activities of the Reception and overall administrative requirements to ensure that the objectives and needs of the Department including the region are met.Main Tasks:

Maintains administrative functions for the department and providing general administrative support to departmental staff

Prepare and provides Department management with a variety of periodic summary reports, such as department cost, logistics reports, events reports etc

Provides support with respect to department related issues; researches and investigates issues to point of resolution

Arranges Department and regional department meetings and records minutes.

Maintains current knowledge of all aspects of OAF policies and procedures

Performs other related duties and supports with various projects as assigned by the Manager

Renewals task cover : Ensures all documents of the organization are recorded in NCSS and the portal and coordinates with document owners to have all renewals in place

Business Travel bookings cover : To ensure all business travel bookings are made as per the Travel guideline.

Logistics & Driver schedule management, Company car management

Reception duties : Promptly, accurately, professionally, and courteously receives all telephone calls and visitors reaching Nextcare Offices. Understands and operates telecommunication equipment and console operations as per guidelines. Cordially

welcomes visitors and directs them to relevant offices. Meeting room Calendar Management, WebEx call arrangement for the organization. Courier dispatch support and any other general reception duties.

Internal Events coordination and arrangement as per the requirements of the requestors.

Maintain and keep a check on the minimum standards of environment, health and safety rules of the organization.

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