

United Arab Emirates Jobs Expertini®

Technical Business Support Specialist- Finex Jobs in Dubai 2023

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Company: Pullman

Location: Dubai

Category: other-general

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A key member of our Financial and Executive Risk (FINEX) team in the Willis Limited Dubai International Financial Centre branch office, working alongside colleagues in FINEX DIFC, our global network offices, our GB Operations and Compliance Teams and our operational team in Mumbai.

Responsibilities:

Pipeline population and updates into CRM, as advised by Lead Broker

Create and maintain placement file on Electronic Filing System/DMS

File all pertinent information related to assigned placements

Conduct DFSA onboarding of new clients

Conduct KYC refreshers as and when requested by Local Compliance Officer

Log requests on Service Hub for Mumbai P&B Team to prepare Slips, Invoices and EOCs

Draft MRCs for review by the Lead Broker

Coordinate with our Mumbai P&B team on queries, errors, revision etc.

Share all documentation produced by Mumbai P&B with the Lead Broker

Requirements:

Preferably experience of insurance roles and familiarity with insurance & reinsurance contracts

Proven track record of delivering high levels of client service.

Experience of working with and adhering to processes and systems to support client service delivery.

Skilled at building effective relationships, at all levels within the organization

#J-18808-Ljbffr

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