



Job Title: Recovery Officer (Motor)

Department: Technical Claims

Job Summary

Initiate actions and follow up payment/refund of claims to third party insurers.

Main Responsibilities

- Arrange for monthly meetings with all Third-Party Insurance Companies.
- Attend Court as and when required.
- Attend to customer queries and provide assistance within KPI.
- Prepare recovery letters/ General Letter to third Party Insurers and clients.
- Reply to and process payments for all insurance companies within KPI.
- Achieve monthly target in terms of recovery.
- Process cheques received from TPI within KPI.
- Prepare monthly reports regarding Recoverable.
- Prepare documents and statistics as and when required.
- Prepare and send on a daily basis expected recoveries against all insurance.
- Update of the Litigation register on a daily basis.
- Make relevant Request for discharge receipts and missing documents from Garage, surveyors or any service providers.
- Prepare MVIAC Application within KPI.
- Reply to MVIAC Applications within KPI.

Job Requirements

- HSC
- More than 2 years of experience working in a similar position
- Working with People

- Writing and Reporting
- Analysing
- Planning and Organising
- Adapting and Responding to Change
- Coping with Pressures and Setbacks
- Good Knowledge on Road Traffic Act, Code Civil, Scale of liabilities, MVIAC rules

Interested candidates are requested to send their CV on recruitment@mua.mu
by 13 August 2021

The company reserves the right to call only the best qualified candidates for the selection exercises.
Applications received after the closing date might not be considered.
The company also reserves the right not to proceed with the vacancies.