



Job Title: Recovery Officer

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 on a daily basis.
- Attend to customer queries and provide assistance within KPI.
- Verify recovery letters/ General Letter prepared by Trainees/ Recovery Officer.
- Reply to and process payments for all insurance companies within KPI.
- Settle Third Party Claims within KPI.
- Achieve monthly target in terms of recovery.
- Process cheques received from TPI within KPI and prepare recovery letters.
- 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 Plaintiff register on a daily basis.

## Job Requirements

- HSC
- More than 2 years of experience working in a similar position
- Good Knowledge on Road Traffic Act, Code Civil, Scale of liabilities, MVIAC rules
- Ability to work under pressure and tight deadlines
- Systematic and good organizational skills
- Good Communication skills, Verbal and Written
- Highly motivated, proactive and dynamic person

**Interested candidates are requested to send their CV with reference 2021GRO Recovery Officer as subject on [recruitment@mua.mu](mailto:recruitment@mua.mu)**

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.