



**Job Title: Admin Specialist**  
**Department: Local Partnership**

**Job Summary**

To provide our partners with a high standard of service by ensuring timely processing and delivery of documents; resolving service issues for all general insurance products and services.

**Main Responsibilities**

- Lead the Admin team to ensure timely processing and issue of documents (Brokers, Agents, Accredited Agents and Internal sources).
- Process policy documents.
- Issue cover notes / assignation certificates.
- Run monthly renewal listings.
- Allocate renewal notices for verification.
- Amend renewal notices as per underwriter's remarks.
- Print renewal notices for direct customers and dispatch.
- Create batch renewal notices for all other business sources.
- Verification of Household policies for banks.
- Attend to queries from partners.
- Ensure all documents are despatched within the agreed time frame.
- Monitor and follow up closely with Underwriters to ensure that renewal notices have been finalised within the set time frame.
- Review of process as and when required to improve efficiency.

**Job Requirements**

- HSC
- A minimum of 5 years of relevant experience
- Good Knowledge of Underwriting Guidelines, Non-Motor Insurance Products and Treaty Reinsurance Guidelines
- Good Communication skills, verbal and written
- Well versed with MS office tools (Excel and PowerPoint)
- Self-confident, committed, enthusiastic and able to work under pressure

**Interested candidates are requested to send their CV 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.