



Job Title: Administrator

Department: MUA Life (Operations)

Job Summary

To administer and provide support in the day-to-day administration of Bank Assurance and Group Policies.

Main Responsibilities

- Administration of Group Life Schemes (Process New Member, Leaver or Amendments).
- Input and update data accurately on the system monthly.
- Perform monthly calculations & reconciliations prior to invoicing.
- Prepare invoice and contribution table for Employers.
- Update & Keep record of Invoices issued for Payment Follow Up.
- Follow up with Corporate customers or Pension Administrators about missing document/information.
- Attend to phone calls and queries as & when required.
- Process Bank Assurance cancellations and pro rata Refunds on the system.
- Reconcile payment reconciliations file from banks.
- Issue/prepare group bank assurance policy documents and certificates monthly.
- Process & send standing order to banks.
- Liaise with Bank partners as & when required.

Job Requirements

- HSC with at least 3 - 4 years relevant working experience in a similar position, payroll administration or in the insurance sector.
- Good planning & organisational skills
- Attention to detail
- MS office skills (Microsoft excel compulsory)
- Able to work in a team and take initiatives
- Ability to work on tight deadlines
- Good Communication skills, Verbal and Written

Interested candidates are requested to send their CV on 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.