



**Job Title: Claims Specialist**

**Department: Claims Corporate**

### Job Purpose:

Proactive handling and management of claims for Claims Corporate cluster in order to achieve high levels of technical claims handling through excellent client service.

### Main Responsibilities

- Monitor financial news using specialist media sources.
- Conduct due diligence on companies and industries, attending company presentations as required.
- Supervise portfolio management process.
- Provide advisory services.
- Perform monthly cash-flow monitoring.
- Prepare performance dashboards and market commentary for websites and communication publications.
- Prepare investment recommendations and in-depth research reports on various asset classes as and when required.
- Prepare and present portfolio performance reports on a monthly & quarterly basis.
- Assist in formulating in-house views on the global, regional and local economy and markets.
- Assist in implementing investment strategies in line with each client's risk-return profile.
- Assist in preparation of presentations for clients and investment committees.

### Job Requirements

- HSC
- Certificate CII would be an advantage
- More than 4 years relevant working experience in a similar position
- Sharp knowledge of scope of cover of Insurance Policies, Terms and Conditions, underwriting guidelines
- Experience in handling of complex claims
- Excellent communication (verbal and written) and interpersonal skills
- Systematic and good organizational skills
- Highly motivated, proactive and dynamic person

**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.