



**Job Title: Liaison Officer**

**Department: Broker and Corporate Partners**

### **Job Summary**

To facilitate the seamless exchange of information between Seychelles OE and Head Office.

### **Main Responsibilities**

#### **Client Management**

- Ensure all queries are responded to quickly and accurately.
- Build and maintain strong relationships with internal stakeholders.
- Follow-up on assigned files on a regular basis and take appropriate actions promptly
- Review submission of renewals notices and quotations prepared by Seychelles OE.

#### **Information management**

- Act as a central point of contact for all communication between the Seychelles OE and different departments at Head Office.
- Ensure that information is accurately shared and understood by all parties involved.
- Manage the flow of information between different parties. Keep all stakeholders informed about relevant updates, changes, or decisions. Ensure that all necessary documentation is properly organized and accessible.
- Ensures that technical underwriting policies and procedures are disseminated, understood and adhered to.

#### **Administrative**

- Ensure timely compilation of reports in the prescribed proforma as and when sought by higher management.
- To exercise the highest level of integrity when dealing with personal and sensitive information and acting in accordance with the data protection act at all times.
- Provides support to knowledge building and knowledge sharing.
- Monitor that insurance policy / endorsement processing, have been completed and report accordingly.
- Provide support on special projects
- File documents (physical and soft) as per established guidelines on a daily basis.

## Job Requirements

- Holder of a Bachelor's (or equivalent) degree (or equivalent experience) in finance, business, actuarial or related field.
- At least 2 years' experience in (re)insurance, ideally in a client management and/or risk assessment role.
- Excellent verbal and written communication skills.
- Ability to work independently and as part of a team
- Good negotiation and interpersonal skills.

**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.

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