



CLAIMS HANDLER

CAREER OPPORTUNITY

Two exciting opportunities are available at Brolink for Claims Handlers to join our Claims Department.

JOB DESCRIPTION

Duties and Responsibilities:

The successful applicant will join the Claims Department and will be responsible for:

- Reporting and handling of claims, which entails the full function (initial registration of claims, appoint assessor, read assessors report; make decision on claim, up to payment of claim)
- Communication with clients
- Liaising with clients and brokers
- Attending to certain broker duties as well as certain Insurer duties

QUALIFICATIONS AND EXPERIENCE

The following academic qualifications and related experience are requirements for the position:

Qualifications

- Matric is an essential requirement
- FAIS Credits (as per FAIS requirement)
- Must be Fit & Proper in terms of the FAIS Act
- Regulatory Exam: Representatives
- Must not be debarred with FSB

Work Experience

- 2-3 Years personal lines claims experience with all types of **Motor and Non-Motor claims**
- Full function claims administration (registration of claim, appoint assessors, read assessors report, make decision on claim up to payment of claim)
- Experience in the financial services industry or short-term insurance industry



TECHNICAL COMPETENCIES

The essential competencies that will be needed for this position are:

- PC literate - Microsoft Office products skills (Outlook, Word, Excel)
- Good typing skills (accuracy & speed)
- Sound knowledge of Insurance principles
- Websure system experience will be an advantage, but not a requirement

ATTRIBUTES

A number of attributes are part of the make-up of the person who will be best suited to the position.

They include:

- Planning, organising, follow up (time management)
- Stress tolerance, resilience
- Client service orientation
- Attention to detail
- Sound interpersonal and communication skills with the ability to relate at all levels
- Telephone etiquette
- Decision-making skills (with regards to claims)
- Excellent communication skills (verbal, listening skills and written)

ABOUT THE COMPANY

Brolink is a leading provider of insurance administration services, providing a comprehensive range of insurance products from South Africa's top insurers. Our portfolio includes personal insurance, commercial insurance as well as niche products such as agriculture, transport, engineering and aviation.

As a short term insurance administrator, Brolink provides a dedicated service to professional brokers in delivering on their clients' business or professional insurance needs.

Applicants must have a clear ITC, clear criminal record and excellent previous employment references.

Qualified applicants are invited to apply by sending a CV to: mokgadi.mahlabe@brolink.co.za before **31 May 2018**.

Please note that this appointment will be made according to the company's Employment Equity targets and strategy.