

## Administrative Assistant

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Company: Davies Group

Location: United Kingdom

Category: other-general

## Administrative Assistant

Dublin

37.5 hours per week

### Why would you join Davies?

As part of all we do, our values state that we succeed together, and it is this, that makes the business a great place to work! You will be valued and supported and receive excellent benefits including but not limited to:

Reward platform – discounts for over 800 retailers

25 days holiday (rising with service plus option to purchase up to 5 extra days a year!)

Development, training, and professional qualifications

Davies are looking to recruit a claims Administration assistant. This is an exciting opportunity to be part of a new and dynamic claims team. The role has a particular emphasis on accurate record keeping at meetings, managing correspondence and ensuring seamless file management to assist the Senior Executive team in progressing claims efficiently.

### What will your day look like:

Input data on our claims system ensuring that all relevant parties are added to the claim and that all information is accurately recorded.

Update existing files to ensure that the data is up to date and correct at all times.

Schedule meetings and take minutes at these meeting.

Typing notes, reports and updates for the Executive and Senior Executive team as required.

Ensuring customers and stakeholders are handled in a professional manner.

Coordinating with the claims executive team to ensure that priorities are aligned and the senior executive team have up to date information at hand at all times.

Ensure individual workflow is managed appropriately by communicating regularly with the Management Team.

Instruct experts on behalf of the Executive Team.

Promote the ethos of Davies by pro-actively managing the expectations of our Clients' policyholders.

### **Abilities And Knowledge:**

Experience within an Insurance claim role.

Minimum APA/CIP Qualification, or working towards same.

Experience of organising and prioritising a demanding and heavy workload.

Meticulous file management to ensure that the MI we report on is accurate at all times.

Ability to work within deadlines and to work under pressure

Accuracy and attention to detail.

Verbal and written communication

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