

Administrator

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Company: SVB Solutions

Location: Hampton Magna

Category: other-general

Administrator

Warwick, Warwickshire (Hybrid Work – 2 days working from home -WFH)

£23,000 + Up to £2,000 Bonus and excellent benefits

If you have strong administrative and organisational skills and are looking for a defined career path, this could be a good move into the insurance sector. This insurance firm has a reputation for providing continuous professional development whilst ensuring staff have a good work life balance.

This pivotal administrator role in the Claims Assessment team involves:

Providing general administrative support to Claims Team

Talking to insurance policy holders about their claims as well as suppliers and other departments

Accurately documenting customer interactions within the CRM system

Employing critical thinking to evaluate and process insurance claims

Producing spreadsheets and reports

To be successful in this Administrator position within the Claims Assessment team, you should possess:

A background in administration, customer service, call centres or insurance

Excellent Microsoft Office and data entry skills

Strong problem-solving and analytical abilities

Exceptional organisational abilities to manage workloads

Good written and verbal communication skills

Curiosity, tenacity, and strong research skills

Previous experience as an insurance claims assessor or insurance claims adjuster would be advantageous but not essential

Expertise in insurance-based claims, particularly in the motor industry or home insurance, is beneficial.

You would be based in modern offices in Warwick with free parking and easy access to the A46, Warwick town centre, and walking distance from Warwick Parkway train station.

If you're passionate about advancing your career in insurance and want a supportive work environment, apply now! Don't miss out on this opportunity for career growth and exceptional benefits

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