

United Kingdom Jobs Expertini®

Claims Support Specialist

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Company: Time Appointments

Location: United Kingdom

Category: transportation-and-material-moving

Time Appointments are excited to be working on behalf of an innovative and forward-thinking Insurance company who are looking for a fully remote motivated and friendly Adjusting Support Specialist to join their growing team!

The ideal candidate has a willingness to continuously improve the support function, build and document new processes, and consistently look for ways to streamline their function. In addition, you will collaborate closely with the claims adjusters and leadership to give feedback and identify technology and process improvements.

Key Duties & Responsibilities:

- Gather necessary information from documents and customer conversations to set up and assign claim files with complete and accurate information
- Manage a queue of tasks timely and effectively to ensure claims adjusters have the information they need
- Manage incoming (electronic) mail and upload to the correct claim
- Prepare standard form letters and claim closing documents

Skills & Experience:

- Excellent verbal and written communication skills
- Strong attention to detail
- Experience working in a support or other administrative capacity for an insurance risk or compliance organisation

In return you will receive:

- Generous health-insurance package with nationwide coverage, vision, & dental

- Pension plan with employer contributions
- Competitive holiday / leave policy in addition to bank holidays
- Industry Qualifications paid for
- Work from anywhere to facilitate your work life balance paired with frequent, regular corporate retreats to build team cohesion, reinforce culture, and have fun
- Top of the range equipment provided

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