

Motor Warranty Technical Claims Advisor

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Company: Aspire Personnel Ltd

Location: Warrington

Category: other-general

Our client is a Global market leader in the Motor Warranty arena, through continued growth they are looking to recruit a Motor Warranty Technical Claims Advisor.

This is a great career opportunity if you have any technical knowledge of cars OR general claims experience. Full training will be given.

Main Aspects of the role are -

- * Check and process warranty claims files.
- * Provide the highest level of service to customers, dealer partners and repairers
- * Manage technical relationships with main dealer workshops and repairers.
- * Inform and manage customer and repairer communications

You will -

Assess each incoming claim (online & email) and ensure it is either authorised or rejected as per the policy terms and conditions.

Ensure administrative completion of the file and consistency of information.

Actively participate in the improvement of claims processed.

Perform sales and administrative tasks.

Register complaints.

Support Claims team and other departments if required.

Qualifications for this job

- * General knowledge of motor vehicles
- * In depth UK corporate product knowledge (specific training adapted to non-technical candidates will be provided when taking up the position)

* General PC skills & experience in MS Office

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