

Professional Indemnity Claims Manager/Paralegal

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Company: Kingsley Green Recruitment

Location: London Area

Category: other-general

Great Professional Indemnity Claims Manager opportunity with a leading UK Property Services Company – London/Remote
Excellent Professional Indemnity Claims Manager opportunity with a leading UK Property Services Company – London/Remote
We are supporting one of the UK's leading property service businesses who are expanding their legal team, based in London. You will be reporting to the Head of Legal (Insurance and Litigation), working closely with Legal Counsel and the operating business, particularly its surveying and valuation business, conveyancing, sales, plus external claims advisers. The main focus will be leading investigations in relation to professional indemnity claims (particularly claims arising out of surveying defects, residential valuations and conveyancing matters, and other property-related claims and notifications).
DUTIES & RESPONSIBILITIES: Assist the internal Legal Department in the preparation and handling of claims and in defending actions brought against the group and its business units. Assist risk management activities with a view to improving claims levels. Assist in insurance renewals, and any queries from insurers, brokers or third parties. Reviewing and preparing management information on claims and costs. Maintaining Professional Indemnity claim files and insurance documents in centrally stored files. Assistance in preparing for the claims meeting and other meeting packs. Provide general litigation support, collating evidence, including locating documents, providing and analysing data, and assisting in preparing statements and other documents.
EXPERIENCE: Experienced Paralegal/ ILEX qualified/ with a minimum of 3 years proven legal experience of claims. **MUST HAVE** previous experience handling Professional Indemnity litigation. Full and up to date working knowledge and experience of

relevant protocols, legal precedents, and principles and Court practices and procedures. Strong negotiation and analytical skills. A commercial and practical approach to problem solving. Motivated self-starter. If this role has piqued your interest and you would like to find out more about the position and package please get in touch with Dominic Pulsford - dpulsford@kgglobal.co.uk

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