

Role Profile

1. JOB DETAILS:	
Job Title:	Insurance Assistant
Reports to:	Sr. Manager – UW / Claims, Senior Branch Manager
Direct Reports:	N.A.
Department:	Underwriting / Claims / Branches
Location:	UAE
Grade:	D

2. JOB PURPOSE:
To organise and analyse statistical data and maintain systematic computerised records related to premiums and claims, which will ensure an efficient control on the underwriting & claims of the company's business.

3. JOB DIMENSIONS:		
Number of Staff Supervised:	Direct Reports:	N.A.
	Total:	N.A.
	Financial Dimensions:	

4. KEY ACCOUNTABILITIES: Specify the output required from the job. Identify not more than 7 Key Accountabilities & their performance indicators. NB-Focus on outcomes not tasks	
Description of the Accountability	Performance Indicators (How accountability is measured)
▪ Customer centric	▪ Customer satisfaction
▪ Process implementation	▪ Error free job execution
▪ Process improvement	▪ Initiatives
▪	▪

5. JOB CONTEXT: Define organizational policy and other factors that have a critical impact on the job**1. DATA PROCESSING**

Develop data processing applications for the maintenance of premium and claim records related to all the individual departments of the company.

2. DATA CODING

Design a coding procedure to suit the data processing system and input all with a view of easy retrieval.

3. DATA ANALYSIS

Analyse data and produce statistical reports as may be required by the Management to control the underwriting of the company's business.

4. MANAGEMENT REPORTS

Prepare monthly and ad-hoc computerised reports, which will assist the management in effectively meeting the company's objectives.

5. ORGANISING RECORDS

Organise and maintain all computerised and manual records to ensure smooth flow of work.

6. INFORMATION MANAGEMENT

Keep informed on all matters related to data processing as well as relevant information related to the various classes of business being handled by the company.

6. QUALIFICATIONS, EXPERIENCE, & SKILLS:

Minimum Qualifications and Knowledge: High School or Secondary

Experience: 0 experience.

Job-Specific Skills: Principles & practices of Insurance, Basic IT skills.

Behavioural Competencies: Good analytical skills. Good communication skills.