



## Claims Associate

### Hiscox Re & ILS

Hiscox Re & ILS is the reinsurance and insurance-linked strategy (ILS) business unit within Hiscox Group. Our team of circa 150 curious and collaborative individuals are committed to providing top quality service to brokers, clients, quota share partners and ILS investors through an innovative range of reinsurance products and third-party capital opportunities. Our focussed and discerning underwriting approach is complemented by a commitment to world-class service, and the ability to offer creative solutions to complex problems. We know our people are our biggest asset so finding and retaining top talent is crucial for every role. Find out more at [www.hiscoxre.com](http://www.hiscoxre.com)

### Job summary

The primary responsibility of this position is to provide efficient and accurate claims handling services. This position will report into the Claims Manager.

### Key Duties and Responsibilities:

#### Claims Handling:

- Manage new and existing treaty claims, taking ownership on certain accounts
- Review claims for accuracy, completeness and eligibility
- Set reserves, calculate and pay claims within authority
- Refer claims as per authority and guidelines to Senior members of the team
- Prepare and distribute documents for claims related reports
- File maintenance associated with claims transactions
- Collaborate and communicate with internal and external stakeholders on claims related queries
- Attend and participate in regular claims team meetings
- Other ad hoc duties as required

### Qualifications and Experience:

- College Degree from an accredited institution, preferably
- Interest in joining the Reinsurance industry and attaining an industry related designation
- Proficiency of Microsoft Office Suite of applications and knowledge of Tableau
- Good analytical skills with a strong attention to detail
- Excellent written and verbal communication skills
- An adaptable and flexible approach with a strong service-focused delivery
- A strong work ethic, the ability to take initiative and be proactive
- Ability to look for ways to bring technological change to the claims process efficiently

### Diversity, Inclusion and Hybrid working

At Hiscox we care about our people. We hire the best people for the job and we're committed to diversity and creating a truly inclusive culture, which we believe drives success. We have also learned over the past 15 months that working life doesn't always have to be in the office, and when it's safe to do so, we will be introducing hybrid ways of working to encourage a healthy work life balance. We see it as the best of both worlds: structure and sociability on one hand, and independence and flexibility on the other.

Some people might say reinsurance is dull, but life at Hiscox is anything but. If that sounds good to you, get in touch.

**Closing Date: July 28, 2021**

#### How to Apply

- Email your résumé to [bdajobs@expertisegroup.com](mailto:bdajobs@expertisegroup.com) OR
- In writing to 8 Par-la-Ville Road, Mintflower Place, 2nd Floor, Hamilton, HM08 | 296-0336
- A member of the Expertise Recruitment team will follow-up in due course

All applications are handled in a confidential manner and in accordance with Expertise's Privacy Policy, available on our website.



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