

Policy Administrator at Cannon General Insurance (K) Ltd

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Location: Kenya

Category: other-general

Job Description

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PURPOSE OF THE ROLE

Reporting to the Assistant Manager – Life Underwriting – The Policy Administrator will play a key role in servicing corporate group life clientele with the aim of retaining existing business and introduction of new schemes.

PRIMARY Duties & Responsibilities

Evaluate and Analyze insurance applications against set criteria to determine the client's risk to the business.

Timely recommendations on client's application and advise on their approval or rejection based on set criteria.

Contact relevant stakeholders to obtain relevant information required in client's application.

Prepare competitive quotations in line with the company provided guidelines and maintain a register of the conversion rate provided.

Issue policy endorsements, billing and updating of scheme reconciliation schedules.

Timely circulation of medical compliance registers.

Perform timely and accurate scheme reconciliation of reinsurance accounts.

Observe strict adherence to cash and carry rule and/or company credit control policy.

Communication of renewal terms to the clients and/or broker.

Preparation of medical letters for new entrants of schemes.

Perform accurate and timely premium allocation as per company set TAT's.

Medical Underwriting.

Prepare reinsurance schedules for scheme movements.

Provide quality service to all clients and maintain detailed records of policies underwritten and decisions made.

Respond to all client's queries and ensure all issues raised are solved within the set timelines.

Process all relevant payments.

Any other duty as may be assigned by the management from time to time.

Requirements

Qualifications and Experience

Bachelor' degree in insurance related field

ACII/ IIK qualification

Over 3 years of experience in a similar Life Insurance role

Required skills and Competencies.

Good communication and customer service skills

In-depth knowledge of Life Assurance products

Good understanding of Life Insurance laws, practices, and regulatory requirements in Kenya.

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