

Evening Claims Administrator

We are currently recruiting for an Evening Claims Administrator reporting to the Claims Support Team Manager working 3.5 hours per evening Monday - Friday. The purpose of the role is to support the Claims Handling Teams in dealing with the non-technical aspects of claims functions, by the set up and entering of all information in relation to new and existing Guaranteed Fund and Cross Border Claims from the documentation supplied, to the Bureau's database.

Responsibilities include:

- To maintain high levels of measured productivity and accuracy when setting up new claims or adding additional information in accordance with documented procedures
- Varied other administration tasks in relation to the core function of claims support
- To address any other areas or issues as the MIB management may reasonably direct

The successful applicant will need:

- An understanding of the function of MIB and its agreements
- An ability to work quickly and accurately using computerised systems with good keyboard skills
- Basic IT literacy - able to use a database and MS Office products
- Experience of working to targets
- An ability to work as part of a team
- A high degree of dexterity and level of concentration
- An ability to work quickly and accurately using computerised claims recording systems
- An ability to prioritise their workload and manage it in chronological order
- Previous data entry experience is preferable

The successful candidate must already have a level 2 of the Qualification Credit Framework (QCF). This equates to:

- 5 GCSE's grade A* - C to include Maths and English
- CII Level 2 Award/FIT
- NVQ Level 2
- ILM2 Certificate in Innovation in the Workplace/Certificate in Effective Team Member Skills

To apply please send your CV and covering letter to cvs@mib.org.uk. Closing date: 25/10/17