



ISLAND
LIFE
ASSURANCE

Date: 25/11/21

WE ARE NOW HIRING: SUPERVISING OFFICER – LIFE OPERATIONS (SOLO/ILA/2021)

ILA is looking to recruit an experienced **Supervising Officer** to manage the processing of new business, claims, benefits and reinsurance unit and attend to client inquiries.

The Supervising Officer - Life Operations will provide strategic and operational support to the operations teams in the daily operations of the department.

RESPONSIBILITIES:

- Provide strategic and operational support to the operations team.
- Monitor all finance-related functions relating to underwriting, claims, benefits and reinsurance, including budgeting, reporting, payments, claim recoveries and debt management.
- Monitor reinsurance claims administration including claim notification and facilitating recoveries.
- Handle and review all underwriting, claims, benefits and reinsurance files and provide recommendations for processing.
- Prepare medical/legal reports and corresponds with attorneys, reinsurers, and other stakeholders as needed.
- Review insurance claims and benefits thoroughly before submission to responsible parties.
- Ensure recovery from reinsurers in a timely manner.

CANDIDATE PROFILE:

- Holder of a Higher School Certificate, with at least 3 years of related experiences at Supervisory level required.
- Partly qualified and progressing towards an insurance qualification (CII, LOMA etc).
- Demonstrate knowledge in underwriting tools, systems and processes and ability to articulate underlying principles and philosophies.
- Understanding of medical terminology.
- Understand reinsurance process and treaty arrangement.
- Proficient in Microsoft Office Suite or similar software.
- Excellent interpersonal and communication skills, able to negotiate and influence at all levels.

If you feel you have the right profile for the job, please submit your application at recruitment@currimjee.com quoting **SOLO/ILA/2021**.

The deadline for submission of all applications is the **8th December 2021**.

Management reserves the right not to proceed with the recruitment of the position of **Supervising Officer – Life Operations** following this advert

Island Life Assurance Co. Ltd

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