

Insurance Administrator – West Midlands

Contract:	Permanent
Full Time / Part Time:	Full Time
Hours:	35 Hours Monday – Friday 9:00am – 5:00pm
Department:	Insurance Administrator
Location:	LCP House, Pensnett Trading Estate, Kingswinford, DY6 7NA
Salary:	Negotiable

Purpose:

To provide administrative support to the Insurance Manager in delivering a cost-effective, high-quality business and property insurance cover in line with group corporate objectives.

Key Responsibilities:

- Processing insurance claims (ongoing, standard property, Motor and PL Claims)
 - Set up and reference new claims files.
 - Enter claims / maintain claims spreadsheet.
 - Instruct Loss Adjusters / notify insurers as appropriate.
 - Respond to TP correspondence & otherwise progress claim.
 - Handle standard Public Liability (PL) claims from manned shopping centres.
 - Maintain diary and issue reminders to Surveyors / Site personnel.
 - Chase settlement / Bank monies / advise Accountants on completion.
- Tenant indications of costs / quotes
 - Issue quotes as per internal requests subject to experience and referral as required.
 - Use quotes / rebuild databases as needed for above.
- Engineering insurance & reports
 - Maintain equipment database by property.
 - Distribute insurer inspection reports to Surveyors / Centre Managers / Health and Safety Manager via email.
 - Diary and chase confirmation of action taken / repairs completed.
- New Acquisitions
 - Set up insurance provision for new acquisitions in line with Insurance Managers instructions.
- NTN's / TVN's / RR's (as required)
 - Collect notifications from Insurance Team drop box and update relevant property Rate Supplement Sheet.
 - Assist in collection and collating of data for special reports.
 - Assist with filing and record amendments as necessary.

- Insurance Recharges
 - Calculate and process recharges following renewal subject to agreed parameters.
 - Raise recharges following notifications.

- Other duties
 - Maintain database of contract works as advised by inhouse Surveyors.
 - Provide support to the Head of Governance & Risk on governance and risk issues.
 - Liaise with HR Department regarding motor fleet.
 - Process adjustments to MID.
 - Other ad-hoc duties / covering absence as and when required.

Person Specification:

- Proven record of strong administration support experience.

Qualifications / Training:

- GCSE Grade C or above in English & Math's