

## **Insurance Administrator - Kingswinford**

<b>Contract:</b>	Permanent
<b>Full Time / Part Time:</b>	Full Time
<b>Hours:</b>	35 Hours Per Week Monday – Friday 09.0 – 5.00
<b>Department:</b>	Finance LCP
<b>Location:</b>	LCP House, Pensnett Estate, Kingswinford, DY6 7NA
<b>Salary:</b>	Negotiable

### **Purpose:**

To provide administrative support to the Insurance Manager in delivering 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**

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