

POLICY ADMINISTRATORS

Interested to become part of a strongly growing and dynamic international reinsurance company? Monument group has a unique business model in the insurance sector that consists in acquiring Life Insurance Businesses.

Monument Belgium is currently looking for 3 Policy Administrators to further support its growth. Experience is not a must but eagerness to learn and grow is essential. You can be based in Brussels or Liège and you will report to the Team Leader Life. You will get the exciting opportunity to handle all kinds of life insurance policy changes and to support the integration of newly acquired insurance portfolio's.

PURPOSE OF THE ROLE

You will support and assist in developing the activities of Monument Re in Belgium through handling a variety of life insurance policy changes. In cooperation with the senior policy handlers, you will also provide support to the smooth integration of newly acquired portfolio's.

RESPONSIBILITIES

As part of a team of policy administrators, you will have the following tasks:

- Ensuring the follow-up and management of life insurance policies ensuring a qualitative, correct and timely service to our clients;
- Providing answers to policyholders and brokers, taking into account the terms & conditions of policies, operational guidelines and company procedures & controls;
- Handle incoming calls from policyholders and brokers and provide information regarding internal processes, organizational steps and expected timelines; and
- Maintain and update the policy database (UL3 platform) to ensure accuracy of our database/platform at all times.

ROLE REQUIREMENTS

- Bachelor degree in Insurance, Economics or any other relevant background;
- A first working experience (preferably as a policy administrator) is a strong asset;

- Strong affinity with numbers and detail oriented;
- Knowledge of MS Office (Word, Excel and Power Point);
- Professional knowledge of English and professional knowledge of Dutch or French, with a good understanding of the other language;
- Team player, flexible, eager to learn and share knowledge;
- Strong analytical, problem-solving, communication and organization skills;
- Motivated, energetic and entrepreneurial. Results and client oriented with a "can-do" attitude; and
- Ability to work under pressure and meet deadlines in a fast-paced environment.

OFFER

- Ideal job opportunity if you want to launch your career in the financial sector;
- The chance to join a strongly growing, dynamic and international reinsurance company with a flat structure and a hands-on approach;
- Many opportunities for personal development, on the job, through guidance by your manager, by means of trainings and by exchanging with colleagues;
- Flexible working hours and at least 2 days of home working per week; and
- An attractive salary package with fringe benefits such as insurances, meal vouchers, laptop etc.