

Job Description Ensure smooth Underwriting process for Motor, Medical & Non-Motor Insurance Products Provide case management on Non Life insurance application. Communicate with insurers, consultants and service providers. Prepare application documents

Job Objective Ensure smooth Underwriting process for Motor, Medical & Non-Motor. Insurance Operations Executive with strong analytical skills, attention to detail and the ability to work under deadlines while managing multiple priorities. Must have exceptional Customer Service, Communication, Ensure smooth Underwriting process for Motor, Medical & Non-Motor. Insurance Operations Executive with strong analytical skills, attention to detail and the ability to work under deadlines while managing multiple priorities. Must have exceptional Customer Service, Communication, Prioritization and Organizational Skills. Administrative functions and Ability to work with Sales teams.

Reporting to the head of department, this exciting position involves assessing motor & general insurance proposals and preparing new quotes and certificates as well as being involved in client servicing and client handling. The main responsibilities of this role cover preparing quotes for new business, renewals of policies of individual and corporate policies, preparing new and renewal certificates and deliver good customer service by responding swiftly to queries and concerns from clients.

Candidates with Motor and General Insurance domain & bilingual (English & Arabic) will be preferred.