

Skelbimo numeris: CVO-587905-LT Paskelbta: 2015.05.14



Business Sweden

INSURANCE ADMINISTRATION SPECIALIST

Our client, one of the largest independent, customer-owned banking and insurance groups in the Nordic region, is establishing an operations centre in Vilnius. This operations centre is currently looking for specialists for insurance administration teams. You will be offered an exciting and stimulating position in a growing company.

What do we expect from you as a specialist of an insurance administration team?

You will manage customer requirements based on existing policies and funds that the client holds. You will work in and contribute to a positive Swedish work environment. You will identify areas of improvement, obtain an in-depth understanding of the processes you are responsible for and contribute to the success of your team and the company.

Daily tasks include having to update insurance information, postpone payments (rolling), change annual income, transfer insurance packages to other companies, and the administration of funds. You will handle power of attorneys for different vendors, register collective pension plans, and issue documentation. You will act as a second-line for customer inquiries and work on insurance cases that need investigation. You will work with the customer service units in Sweden, but also other parts of the organization. While customer service will have main customer contact, you will communicate with other external parties.

Who are we looking for?

You have a higher academic degree, for instance a Bachelor of Business and Administration and/or Economics and/or Finance. You have at least two years practical experience in insurance administration and/or customer service and/or financial administration fields. It would be an advantage if you have worked with administration of Swedish insurance plans, or have experience with LEAN approach applied in the administration field.

As a person, you are responsible, thorough, structured, and service-minded. You have an ambition to get things done and achieve your goals with the customer always in mind. You are accustomed to working with deadlines, solution focused and able to make quick and accurate decisions under stress. You thrive in group work and strive to develop yourself and others. As the Company is clearly governed by high standards of Company values and expect close adherence to the Code of Conduct, you will be able to show that you behave in a way that emphasizes the importance of ethical behaviour in interaction and dialogue with colleagues and customers.

You speak fluent English and must be willing to learn Swedish in a short time frame, since the working language will be Swedish. It would be an advantage if you already have at least limited working Swedish, Danish or Norwegian language proficiency.

Does this describe you?

If so, please send your application together with a personal cover letter and your CV as soon as possible, although to arrive no later than 1st of June, 2015 to litauen@business-sweden.se with a subject line "Insurance administration specialist".

Your application will be handled confidentially by Business Sweden and Client representatives.

If you have any questions about the position or the recruitment process, please contact Business Sweden at litauen@business-sweden.se.

Darbo laikas Visa darbo diena

Vietovė Vilnius

Kontaktinė informacija:

Kontaktinis asmuo

El. paštas: litauen@business-sweden.se

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Prašytume nurodyti skelbimo numerį, kai kreipiatės!

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Prašymus siųsti iki:

01. birželio 2015