

CAREER OPPORTUNITY

LEGAL CLAIMS OFFICER | REPORT TO SENIOR LEGAL CLAIMS OFFICER

Alliance General Insurance Company (Alliance Legal Division) has a vacancy of Legal Claims Officer. The Legal Claims Officer will be responsible for giving sound and qualitative assessment of clients' claims.

Key Responsibility Areas

- Effective legal services to Alliance Legal clients/policy holders on their matters.
- Assess prospects of success of all policy holders' claims before they are referred to external attorneys/advocates.
- Draft and review all legal documents for policy holders.
- Update policy holders on the progress of their referred claims every month.
- Keep in safe custody legal documents and ensure that the legal registers are up to date.
- Inspect all chambers that have SLA with Alliance Insurance and give monthly reports accordingly.
- Verify and tax all chambers bills every month and ensure that they are in line with agreed tariffs.
- Capture claims in line of system business and ensure the finalisation of such claims.

Required Qualification, Experience and Competencies

- LLB degree or equivalent, MUST BE an admitted Attorney or Advocate.
- At least 3 years' legal advisory/practicing experience in legal expense insurance.
- Must have litigation exposure.
- Computer literacy- advanced Microsoft Excel.
- Driver's licence will be added advantage.

Skills Required

- Well-developed communication skills both written and verbal
- Problem solving
- Planning and organizing
- Analytical thinking
- Decision maker
- Results driven
- Adhering to principles and values.
- Achieving personal work goals and objectives
- Teamwork
- Able to work under pressure

Submit your CV and other relevant certifications to careers@alliance.co.ls by 30 June 2022.

www.alliance.co.ls   

Terms & Conditions Apply.



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