



EXTERNAL VACANCY NOTICE

Applications are invited from suitably qualified persons for the positions of **Claims Officers at the National Insurance Board.**

Job Summary

This position is responsible for processing Short Term and Long-Term Benefits/Assistance payments in accordance with the National Insurance Board's policies and regulations.

Responsibilities

1. Process Claims within the established error rates.
2. Assist with the re-instatement of claims.
3. Prepare adjustments for claims when necessary.
4. Prepare overpayment agreements where necessary.
5. Assist in identifying fraudulent claims.
6. Liaise with other internal departments on matters impacting the processing of a claim.
7. Assist Customer Service Department when necessary with customer queries related to Short Term and Long-Term Benefits/Assistance queries.
8. Perform other related duties that may be assigned.

Qualifications and Requirements

- An Associate of Arts degree in Business Administration or a related field from an accredited college or university.
- Excellent analytical skills.
- Exhibit concern for careful adherence to established procedures and practices.
- Exhibit concern for accuracy and detail.
- Offer exemplary service to internal and external customers.
- Excellent computer skills with proficiency in Microsoft Word and Excel
- Ability to work well with others

Application

Interested persons may apply by submitting a cover letter and resume, along with the necessary proof of qualifications to:

**Assistant Manager, Recruitment
Talent Management & Capacity Development Department
The National Insurance Board
Clifford Darling Complex
Nassau, Bahamas**

Or via Email: apply@nib-bahamas.com

Application Deadline: January 31, 2020