



**The Jamaica Urban Transit Company Limited**

*seeks to recruit*

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**Claims Administrator**

**MINIMUM QUALIFICATIONS & EXPERIENCE:**

- Diploma in Insurance Studies or pursuing the ACII or its equivalent
- At least two (2) years experience in the general insurance industry in claims

**CORE FUNCTION:**

Reporting to the Legal Officer, the Claims Administrator is responsible for ensuring that the business activities of the department are properly documented and to advise and assist clients in the reporting and preparation of claims whilst ensuring that timely and correct information is provided; to administer and coordinate all activities as it relates to claims handling.

*The successful candidate should possess:*

- Working knowledge of all classes of general insurance
- Excellent negotiation skills with experience in dispute resolution
- The ability to work on own initiative
- The ability to communicate effectively, both orally and in writing.
- Exceptional interpersonal skills
- Excellent analytical skills
- Good time management skills
- Proficiency in the use of Microsoft Suite
- Excellent organizational and supervisory skills
- The ability to facilitate team concept and foster team effort

Applications with detailed resumes should be sent by **October 18, 2022** to:

**"Recruitment"**  
**Jamaica Urban Transit Company Limited**  
**Michael Manley Drive**  
**P.O. Box 575**  
**Twickenham Park**  
**Spanish Town**  
**Fax: 749-2043**  
**Email: [recruitment@jutc.com.jm](mailto:recruitment@jutc.com.jm)**

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