

JOB DESCRIPTION

Department	Compliance & Enforcement Department
Unit	Notarial & Insurance
Job Title	Senior Insurance Executive I
Reports to:	Lead Notarial & Insurance Coordinator
Pay Grade:	CLA 3 (Collective Agreement 2022 – 2026)
Job Summary	
The Senior Insurance Executive is responsible for managing and coordinating all aspects pertaining to insurances within INDIS Malta Ltd, as they relate to estates, vehicles, properties, machinery, personnel, assets and other areas as appropriate.	
Accountability and Responsibilities	
Duties	
<ul style="list-style-type: none"> • Ensures that all INDIS Malta Ltd assets and personnel are always insured at the appropriate value. • Develops, Manages, and recommends insurance administration policies and procedures. • Administers officially approved insurance administration policies. • Coordinates, administers, and maintains all insurance activities as they relate to tenancy leases, INDIS Malta Ltd properties, machinery, vehicles, and personal insurances of employees. • Liaises with insurance policy companies for quotations for the various insurances required by INDIS Malta Ltd and its clients and makes recommendation on those providing the best value for money. • Screens potential tenants, employees, property, and machinery in accordance with the insurance administration policy to assess their eligibility and submit recommendations as appropriate. • Provides insurance-related explanations both to external clients and to internal personnel. • Provides guidance in the administration of insurance matters e.g., filling out insurance policy applications, applying for claims, renewal forms etc. • Reviews all tenant agreements to ensure adherence to insurance requirements and takes any appropriate action. • Coordinates and administers all insurance billings and claims. • Coordinates and advises on insurance renewals as appropriate. • Coordinates with insurance companies and other internal functions within INDIS Malta Ltd in valuing the various assets to be insured to assure that they are properly covered within a particular insurance policy/scheme. • Monitors and takes action with regards to the expiry of insurance policies. • Acts as the first contact point for all communications related to insurance matters. • Administers any late or non-payment issues and proposes solutions for resolution. • Liaises with other functions within INDIS Malta Ltd to ensure that newly recruited personnel are offered the available insurance policies and that newly acquired property, machinery and other items have been proposed for insurance. • Maintains and organizes insurance files for all insurance policies administered by INDIS Malta Ltd, enters and manages all insurance documents in the appropriate databases as appropriate. • Resolves problems and answers insurance-related queries referred by tenants and internal personnel. • Attends briefings and meetings as necessary. • Prepares and presents reports and other documentation to Senior Management as requested. 	

- Performs any other job-related duties as necessary or as assigned that may be required from time to time.
- Carry out effectively any other duties and responsibilities and undertake other assignments as reasonably directed by the Management.

Working Conditions

- Office based / Might be required to undertake evening or weekend work if necessary.
- Site visits both in Malta and Gozo might be required.

Self-Development

- Keeps up to date with new trends, instruments and methodologies in relation to insurance matters and that could potentially impact on INDIS Malta Ltd goals, objectives and efficiency in this regard.
- Keeps up to date with the latest developments within INDIS Malta Ltd.

Required Skills/Abilities

- Good analytical skills.
- Good research skills.
- Being well-organised and attention to detail.
- Strong communication and negotiations skills.
- Strong written and verbal skills with attention to detail.
- Strong insurance skills and commitment to expected results.

Academic Qualifications

The required candidate should have a solid background in Insurance or another related background which may be considered relevant for this post.

AND

The role calls for an academic qualification in a relevant field of study at National Qualification Framework Level 5 or better, duly certified by the Malta Qualifications Recognition Information Centre (MQRIC) or a widely recognised professional qualification at a comparable level and possess a minimum of two (2) years working in a relevant area.

OR

The role calls for an academic qualification in a relevant field of study at National Qualification Framework Level 4 or better, duly certified by the Malta Qualifications Recognition Information Centre (MQRIC) or a widely recognised professional qualification at a comparable level and possess a minimum of four (4) years working in a relevant area.

If the candidate does not have the necessary academic or professional qualifications but have at least ten (10) years of relevant experience in a similar role, the Company the candidate can still apply for this role.

Disclaimer

This job description explains the general nature and level of work performed in this role. It is not intended to be an exhaustive list of all duties, skills, responsibilities, or knowledge. This job description is subject to change by Management as needed.