

INDIS MALTA LTD

Job Description



Position Title:	Senior Executive I (Insurance)
Reports to:	Head (Lead Coordinator) – Notarial & Insurance
Pay Grade:	Salary Scale Grade 3 (Senior Executive I - Insurance)
Department:	Notarial & Insurance

Job Summary

The Insurance Senior 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.

Description of main tasks

Duties

- 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.

INDIS MALTA LTD

Job Description



Consultation <ul style="list-style-type: none"> • Consults with the Head of department (Notarial & Insurance), and/or Chief Officer responsible for Insurance in resolving issues and problems which are of a sensitive nature and / or of a strategic importance. • Coordinates with tenants on a regular basis. • Coordinates and communicates with external stakeholders and agencies as appropriate. • Coordinates and communicates with other personnel within INDIS Malta Ltd to ensure best use of shared resources. 	
Self-Improvement <ul style="list-style-type: none"> • 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. 	
Supervision Received <ul style="list-style-type: none"> • Direct supervision and guidance from Head (Lead Coordinator) Notarial & Insurance, and/or designated person as necessary. 	
Working Conditions <ul style="list-style-type: none"> • Office hours but may be required to work outside office hours in crisis situations and/or to meet deadlines. 	
Skills	
Excellent computer skills using a variety of software packages including Microsoft Office.	High
Very good written and verbal communication skills.	High
Good organizational and time management skills.	High
Ability to show initiative and work with minimum supervision.	High
Attention to detail and accuracy.	High
Ability to multi-task and work with minimum supervision.	High
Proficiency in office management.	High
Dependable and demonstrates a professional conduct.	High
Honesty and reliability.	High