

Officer-General Claims Department

General claims: Established in 1997, ALIG Insurance is a leading insurance and reinsurance provider in the Lebanese market offering its expertise to private and corporate clients.

Location: Lebanon

Major: degree in Business Administration, or any related field

Experience: Fresh Graduate are accepted

Major Responsibilities:

- Monitor and follow up each case.
- Investigate potential fraud claims that will harm the company.
- Identify why full payments may not be made and elaborate to the client.
- Assist in producing reports to management, on claims activity in terms of value, on claims affecting significant clients, on production status, on major business renewals, and on new business enrolment.
- Further assignments required by the management that are necessary for the business flow

Additional Requirements:

- Previous experience in a similar position is desirable.
- Previous experience in an insurance company is highly preferable.
- Exposure to computer-based systems and the use of spreadsheets.
- Fluent in Arabic, English AND French language skills.

How to Apply:

Kindly send your CV or contact the Career Services Center, E-mail: career.services@balamand.edu.lb,
Ext. 7801; 7802