



## Assistant Consultant, PRI Claims

Hays • Melbourne CBD VIC



Base pay

\$60,000 - \$70,000



Work type

Permanent



Contract type

Not provided

### Job details



Date posted

**12 Oct 2021**



Expiring date

**12 Oct 2022**



Category

**Insurance**



Occupation

**Claims**



Base pay

**\$60,000 - \$70,000**



Work type

**Permanent**



Job mode

**Standard/Business Hours**

### Full job description

#### Your new company

Work for one of Australia's largest Insurers!

#### Your new role

An exciting opening for multiple Assistant Consultants to join the PRI Supported Claims team. This position will suit someone who thrives in a high-performance team and has an interest in exposure to complex legal claims.

The purpose of the role and your unique contribution is to:

- Assist in the management of incoming and outgoing mail for the Claims department within agreed time-frames and all associated filing.
- Management of notification of circumstances claim files and claims relating to coronial investigations, nominated scheme, bulk file and tax audit matters.
- Provide general administrative and claims management support to the senior consultants to support the delivery of end to end claims within agreed service standards.
- Ensure claims are escalated to the appropriate team member for approval if they are above the set delegation.
- Ensure compliance with legislation and company policy.

#### What you'll need to succeed

- Legal studies qualification.
- Ability to complete high volume of tasks within specific time-frames.
- Ability to work autonomously within a close team environment.
- Customer service experience in insurance and/or claims environment is highly desired.
- Excellent communication skills (both written and verbal).

**What you'll get in return**

- Join an amazing team that values collaboration.
- Permanent - Full time position.
- Competitive salary for an entry level role.
- Gain exposure to a legal panel and private practice.
- Flexible working conditions.

**What you need to do now**

If you're interested in this role, click 'apply now' to forward an up-to-date copy of your CV, or call us now.

If this job isn't quite right for you but you are looking for a new position, please contact us for a confidential discussion on your career.

**LHS 297508 #2565572**