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The JOBGEAR Team



DIRECT LINE INSURANCE GROUP PLC

«Settlement Unit
Administrator»

Contact information

Contact name Direct Line Insurance Group plc
Contact phone 44 1132 920 667
Location England, London, Croydon

Job details

Salary by agreement
Job type Contract

Requirements

Data entry integrity
Strong teamworking ability
A professional manner and discretion with client's personal matters
A good eye for detail
Ideally previous experience in a similar role

Job responsibilities

This new position will sit within DLG Legal services and in this role you will have the opportunity to take ownership of a claim file from settlement through to closure of the file, recovering client and office account monies.

You will need strong communication skills as you will be working with external clients as well as third part insurers and will need to proactively manage client expectations. Other duties will be dealing with third party insurer and client queries, maintaining a diary to-do list.

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