



VACANCY ADVERT

Title: Junior Claims Technician (m/f)
Department: Claims
Office: Hamburg
Reporting to: Claims Manager in Hamburg & Group Head of Claims in London

Compre offers a vacant position as Junior Claims Technician (w/m) for a permanent full-time employment in the claims department of its Hamburg office.

Your employer

Compre is a leading European legacy specialist with over 30 years of experience in the acquisition and management of insurance and reinsurance companies and portfolios in run-off. Compre is a European business with operations in Finland, Germany, Switzerland, UK and recently Malta. In Hamburg, Compre operates via Compre Services (Germany) GmbH [„CSG“], which provides services in various areas to the Group as well as Compre’s insurance risk carriers.

Principal responsibilities

To help achieve our vision of being a leading European company that continues to expand its risk carrier portfolio in actively seeking opportunities across Europe with further acquisitions of companies and/or portfolios.

The role will initially involve assisting and supporting the claims operation in the Hamburg office. The candidate will be trained to become a junior claims adjuster whose responsibility will be to handle claims within their authority.

While being a Group across various locations we maintain flat hierarchies. At the local level, you will report directly to the Claims Manager in Hamburg and at the Group level to the Group Head of Claims.

Duties and responsibilities

- Update and input of claims into Compre’s technical IT system ReSys
- Review and timely respond to claims advices and settlement request
- Follow at all times applicable client claims reserving philosophy and adhere to claims standards, including compliance to contractual delegated authorities service level agreements
- Liaising closely with relevant stakeholders throughout the claims lifecycle. For example, the reinsured company, the policyholder, broker and client Insurer (mainly in English)
- Ensure claims management software is updated, accurate and reflects the ‘as at’ position of each claims file managed



- Adhere to adequate systems to support, assess and settle losses
- Follow procedures to record and document loss notifications and claims
- Assure there no unreasonable delays in claims processing and settlements
- Follow controls to prevent fraudulent or duplicated losses
- Diary advices, chase for updates, identify redundant reserves or aged balances
- Other office routines, e.g. archiving and scanning

Person specification

- Completed vocational training and/or insurance related graduate (or equivalent)
- First experience in claims handling of a non-life (re-)insurer
- Have a good command of the English language, other foreign languages also appreciated
- Knowledge of Maths or Accounting
- Computer skills using MS-Office, mainly Excel and Word
- Analysis skills: assessment of notifications, claims & strategy, data analysis, problem solving and decision making
- Work management skills: time and workload management, self-starter, productivity focused, ability to take and execute instructions and meet deadlines
- Interpersonal skills: excellent telephone manner, active listener, purposeful communication, confident interaction and ability to work within a team
- Mobility to travel occasionally to other locations / Compre offices

Your contact

If interested, please solely contact:

Mr. Andreas Czok

Phone: +49 (0)40 / 593 5562-15

E-Mail : andreas.czok@compre-group.com