



VACANCY

Title: Administrative Assistant

Department: Integrations

Office: UK London

Reporting to: Integrations Manager

Compre Group, the European insurance & reinsurance legacy specialist, is seeking an Administrative assistant to focus upon the administration associated with Direct Employers Liability business. In addition, the role will also focus upon Insured/Reinsured and Reinsurer company details for all other types of business. It is possible that the successful applicant could carry out the role on a part time basis.

Duties and responsibilities

To provide full administrative support to the Integrations team and the UK EL Claims Manager. Duties to include:

- Company Data - For company information one of your tasks will be to locate, update and maintain information on our computer system (ReSys). This aspect of the role is very important as information in the systems is only valuable if it is accurate, up to date and useable
- Undertake Quality Assurance on the ELTO searching and return work, providing assistance and feedback to those undertaking the searches where necessary
- Maintain internal checklists, following the above processes, and submit all positive responses for the agreed matches on the ELTO system
- Meet timescales wherever possible and ensure all Declare Tracing Activity (DTA) reports are submitted to ELTO before the deadline. Ensure that 100% record is maintained for DTA responses

- Assist and offer guidance on ELTO issues and procedures to all team members engaged in tracing activity at all times. This is to include providing necessary training and instruction when required
- Run monthly reports from ReSys to ensure all new policies received on the Risk Carrier(s) account are entered onto the ELTO system thereby maintaining completeness of Risk Carrier(s) records being available on ELTO
- Maintain responsibility for the annual ELTO Audit. Prepare all pre-requested information and ensure files are available if/when requested. Show the Auditor the process undertaken relating to ELTO and answer/assist with any questions and queries through to completion of the exercise.
- Be responsible for the annual ELTO audit
- Participate in delivering the Group's EL regulatory obligations to a high standard

Qualifications

- Experience of Employers Liability business is a necessity

Skills & Knowledge

The position requires working knowledge of:

- Employers Liability Insurance, with historic knowledge of Legacy EL an important factor
- Thorough understanding of ELTO and its processes, and the required standards for a positive audit outcome
- Microsoft Excel to a high standard preferred

The successful applicant will also:

- Be a strong team player, and be happy to work across teams with dual reporting lines, where necessary
- Be confident and competent to work independently or as part of a team
- Be able to communicate succinctly in oral and written form

To apply, please send your CV and cover letter to Careers-UK@compre-group.com