

Job Description: Office Assistant

General & Medical specialise in Health Insurance and we are now looking to recruit a driven Administrator who can work as a member of the team and contribute effectively in a professional manner across a busy area of business. You will need excellent communication skills and be able to organise your work effectively, supporting the Claims Team and the wider processes that ensure our customer service remains excellent. All product and system training will be provided – you will need to demonstrate the desire to succeed and the skill to communicate.

Main Responsibilities of the Role

jobs@generalandmedical.com

- Reviewing notes and reports of ongoing claims and liaison with the Claims Team.
- Execute the Scanning function to transition the business from manual to electronic records.
- Assist with general enquiries either by telephone or email communication.
- Maintaining internal databases and accurately recording all events, details and actions on our workplace systems.
- Keeping client records up to date to support wider process.
- General support with the processing of invoices and production of reports.
- Managing your own workflow in a timely manner.
- Having an understanding of how the functions of the role interlink and benefit that of others.

By:

- Responding to and taking action with requests accurately and within a given timeframe.
- Accurately recording all events, details and actions on the workplace database.
- Undertake reasonable training and remain current with knowledge.
- Effective application of data protection measures throughout the role.
- Work effectively as a member of the Team.
- Develop an understanding of how the functions of the role interlink throughout the business and impact on others.

What You Can Expect From Us

- Attractive Salary dependant on experience
- Regular Monday to Friday hours – no evenings, no shift work and no weekend work
- Access to Pension Scheme
- Sick Pay Scheme and Attendance Bonus
- Great Annual Leave Benefit including additional family days
- Free Worldwide Multi Trip Travel Cover and discounted rate for family members
- Cash benefits linked to Personal Accident, Life Cover and Critical Illness
- Monthly Employee Rewards Scheme
- Commitment to Employee Learning and Development
- Access to Wellbeing Services and Discount Scheme
- Free tea, coffee and fresh fruit
- Friendly working environment in Peterborough – convenient location close to the A1

About Us

Our greatest strength is our people – professional, driven yet grounded and fun to work with. If our culture sounds like a good fit for you and you want to be part of our exciting journey then please send a copy of your CV to jobs@generalandmedical.com