

Job Description: Admin Support

£21,000 to £23,000 Full Time Salary

Regular Monday to Friday daytime hours available with General & Medical, a well-established family-run company who specialise in Health Insurance, now keen to recruit a candidate into our Admin team with excellent communication skills and experience with claims administration. Essential skills include Microsoft Office and you will need to demonstrate excellent organisation ability and be able to work as a member of the team. Supporting the Claims handlers and the wider processes, your work will ensure our customer service remains excellent as you contribute effectively in a professional manner across a busy area of business. 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

- 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

- Regular Monday to Friday hours – no evenings, no shift work and no weekend work
- £21,000 to £23,000 Full Time Salary
- Access to Pension Scheme
- 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