

Career Opportunity

Position: Claims Administrator

Location: Lichfield

Department: Insurance, Repair & Renovation

Hours: 8 hours per day between 8am-5pm

Wage: Dependant on Experience

Working from our Lichfield office in our busy Insurance Repair and Renovation department you will be part of a highly motivated team of individuals providing a first class service to our new and existing customer base.

You will be responsible for liaising with a client portfolio of repair networks, loss adjusters, and the general public to assist our team of surveyors and contracts managers in carrying out reactive and insurance based repairs.

Personal specification:

- Excellent knowledge of Microsoft Office, including Excel
- Good communication skills written and verbal
- Excellent telephone manner
- Time management skills and ability to prioritise workload
- Attention to detail and accuracy are a vital personal trait, together with an understanding and sympathetic manner
- Excellent and accurate data entry skills.

To apply for the above position, send your CV and covering letter to katie.scott@gelder.co.uk, or by post to:

Katie Scott
Gelder Group, Head Office

Tillbridge Lane
Sturton By Stow
Lincoln. LN1 2DS



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