



Asian Reinsurance Corporation

Asian Reinsurance Corporation is an inter-governmental organization established in 1979 under the UN/ESCAP to promote regional cooperation in the field of reinsurance writing a diversified book of facultative and treaty reinsurance from Asia, Africa and Middle-East.

The Corporation is looking to strengthen its Technical Accounts team to support and service the reinsurance business written.

Overall Objective: To support Technical Accounts function with a focus on reporting, processing, controls and operations applicable to technical accounts of business underwritten by the Corporation on a day to day basis.

Current Vacancy: **Technical Accounts Department (1 Position)**

Position: **Assistant**

Full-Time position

Requirements : Candidate must possess a Bachelor's Degree in any field. **Fresh graduates are welcome to apply.**

Age below 35 but may be relaxed for otherwise eligible and suitably qualified candidate

Preference to those with experience of having worked in insurance / reinsurance industry, though not essential

Remuneration: Salary & Benefits commensurate with qualifications and experience. Review on annual basis. Ample opportunities provided for career development and progress.

Skills: Ability to manage own workload and to work both supportively and jointly with colleagues.

Use of communication skills in English both written and verbal and presentation to meet business needs.

High degree of attention to detail and accuracy .

IT Skills : Generic – MS Word, MS Excel, MS Power Point , MS Outlook General Software

Job description: Data entry in the Corporation RMS system in respect of SOA received.

Prepare Debit & Credit Note and send to companies

Data entry in respect of processed claims and outstanding treaty reserve in the Corporation RMS system

Sending confirmation of accounts on checking the information with the treaty/fac slips.

Following up for statement of accounts, Reconciliation of O/S Balances and seeking settlement of O/S balances from various business partners

Applications with detailed CV should be sent for the attention of Thararat Peamsanga .

17th Floor, Tower B, Chamnan Phenjati Business Center, 65 Rama IX Road, Huaykwang, Bangkok 10320, Thailand

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(For further information please contact : Khun Thararat)