



## 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 (*preferably Accounts*). 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 Accounting system in respect of Statement Of Accounts (SOA) received.

Prepare Debit & Credit Note and send to companies

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

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

Following up for statement of accounts, Reconciliation of Outstanding Balances and seeking settlement from various business partners

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

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