

JOB DESCRIPTION			
Job Title	Project Assistant	Job Reference No.	
Department	Operations	Created / Revised	June 2023
Reports to	Policy Servicing Administrator	Staff Supervised	0

Type of position:	<input type="checkbox"/> Full-time	<input type="checkbox"/> Part-time	<input checked="" type="checkbox"/> Contractor	<input type="checkbox"/> Intern
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ACCOUNTABILITIES
<ul style="list-style-type: none"> • Accurately allocates premiums for all Company products in accordance with established protocols • Processes Policyholders' administrative fees in accordance with established protocols • Prepare electronic file as needed for Policyholders manually submitting premium data (paper based) • Responds to and addresses internal and external enquiries in respect of the allocation of premiums in accordance with established SOPs • Balances, prepares and ensures the accuracy of monthly financial reports relating to premium income received • Ensures that premium suspense, advance premiums and refunds are processed in accordance with established policies and practices • Generate and dispatch billing and/or review reports emanating from the premium processing activities • Ensures that appropriate filing is undertaken to store and retrieve required correspondence • Updates and presents required information as may be requested from time to time • Perform other related duties as assigned

SKILLS REQUIREMENTS
<ul style="list-style-type: none"> • Established interpersonal skills • Sound communications skills • Very good numeracy skills

EXPERIENCE REQUIREMENTS
<ul style="list-style-type: none">• 1-3 years' experience in a similar environment
EDUCATION, KNOWLEDGE, AND CERTIFICATION REQUIREMENTS
<ul style="list-style-type: none">• Five CXC/GCE subjects inclusive of English Language.• LOMA ACS• Working knowledge of MS Office Suite – Word & Excel• Knowledge of the company's products and services