

POSITION DESCRIPTION

Title:	Insurance Representative	Location:	Abu Dhabi and the Northern Emirates
Department:	Finance	Reports to:	Chief Financial Officer
Salary:	Salary package		
Prepared by:	CFO	Date:	March 2016

Overall Purpose:

- To collect police reports and other required documents from the police departments in the Northern Emirates.
- To collect cheque payments from insurance companies, wherever in the UAE they are located.
- To provide driver support to meet Company requirements

Roles and Responsibilities

- Liaise with the police departments in the Northern Emirates for the collection of police reports related to Motor Vehicle Accidents, including medical reports
- Review the police reports and other documents upon collection to ensure that they meet with the requirements of the insurance team for the submission of insurance claims related to the transport of Motor Vehicle Accident patients
- Follow-up with police departments in the event that various reports are subsequently found to be unacceptable to the insurance companies
- Liaise with the various insurance companies for the collection of cheques due to National Ambulance for the settlement of claims arising from the transport of Motor Vehicle Accident patients
- Liaise with the insurance team and the Chief Financial Officer for various ad-hoc requirements that may require attention
- Operate vehicles to ensure the safe transportation of personnel to and from various destinations
- Be fully aware of UAE road code and obey all UAE driving and traffic rules
- Make deliveries as required
- Assist passengers as required
- Complete vehicle log
- Complete daily checklist ensuring vehicle is clean (inside and out), fuelled and safe
- Report any mechanical defects to supervisor promptly
- Wear Company uniform as required
- Adhere to Company Code of Conduct, policies and procedures at all times
- Must be in a fit state to drive responsibly when reporting for duty
- Must be clean and tidy at all times

- Must have good communication and interpersonal skills and be able to interact with Company employees at all levels in a professional manner
- Any other duties as may reasonably be directed by all members of the insurance team

QHSE:

- Engage, understand and participate in Quality Health Safety and Environment (QHSE) Management System Compliance and Improvement

Professional and Academic Expertise

- The ability to act professionally when dealing with various government agencies, insurance companies and other entities as may be required of the position
- The ability to work with all members of the insurance team in a professional and competent manner
- Possess a valid driver's license relevant for the requirement
- Be able to operate both manual and automatic vehicles
- Proficient in English language (verbal , written and reading) and preferably Arabic language
- Must have at least 2 years' experience for the required license
- Have a clean driving record
- Ability to perform in a fast multicultural environment

Chief Administrative Officer

Change Brief

Version Number	Date	Changes
1	March 2016	New PD
2	July 2019	Due to review no changes
3	July 2021	Due to review no changes

Review & Approval:

(Enter final approver title here)