



VIG Re, the reinsurance company of Vienna Insurance Group, is a dynamic company with international operations mainly in Continental Europe. We are looking for a new team member who will accompany us to the next step in our strategic growth.

We work hard, but we also like to have fun. Our company culture is quite exceptional for the Czech insurance market; please check out our website www.vig-re.com for more information about us.

CLAIMS ASSISTANT

Your responsibility will be to support the claims management team in the filing and processing of large international claims

Your Tasks

- Registration and processing of reinsurance claims in the claims administration system
- Analysis and reporting on new claims and claim development
- Cooperation with different teams within the company
- Support the claims manager in the management of very large and complex claims
- Communication with clients, reinsurance brokers and internal stakeholders

Your Profile

- University education (either graduate or advanced student)
- Responsible and reliable
- Ability to work well both independently and as part of the team
- Eager to learn and develop
- Experience/knowledge in the field of (re-)insurance is an advantage
- Language Skills: Fluent in spoken and written English, another European language is an advantage
- IT Skills – proficiency in MS Office business software

We Offer

- Part-time and full-time job (minimum 20 hours/week)
- Flexible working hours
- Opportunity for professional development in one of the leading insurance groups in CEE
- Work in an international team
- Workplace in the heart of Prague

Contact:

VIG RE zajišťovna, a.s.
career@vig-re.com

Send us your curriculum vitae in English.

We look forward to meeting you!

You can find information about the way we process your personal data at our website at the following [link](#).