



## **Claims Technician, Southern European Operations Hub, Continental Europe**

Sompo is recruiting for a Claims Technician to provide support to the Continental European Claims function.  
Location: Barcelona, Spain

### **Our business, your impact, our opportunity:**

#### **What you'll be doing:**

- Responsible for the triaging of FNOL mailboxes
- Processing of claims in the Claims Administration System (experience with Guidewire ClaimCenter would be preferable)
- Maintaining Electronic Claims Files
- Processing Claim Payments and working closely with the Finance Team to ensure the timely payment and accurate accounting of claim payments.
- Processing Claims Bordereaux, including Coinsurance Bordereau
- Helping to continually improve business processes and workflow efficiencies.
- Participating in ad hoc Claims Projects, including carrying out UAT for Claim system changes
- Supporting the Claims Operations and Claims Handling teams

#### **What you'll bring:**

- Desirable prior experience working in an insurance/reinsurance company.
- Strong problem solving and decision-making abilities.
- Effective communication, written and oral, with a wide spectrum of people both internally and externally.
- Exceptional interpersonal skills with the ability to work with a team-oriented approach.
- Ability to work effectively in a fast-paced environment.
- Proactive mindset
- Strong time management.
- Ability to organize efficiently.
- Competent computer skills – must include Microsoft Excel, Microsoft Word, and Microsoft Outlook as a minimum.
- Languages English Spanish at a minimum.