

Junior Pet Claims Assessor

Project: Markerstudy

Location: Remote work

What you'll be doing:

- Putting on claims into the system, checking policy details, medical history, treatments, procedures and medications as required by the process
- Using relevant experience in order to decide whether or not veterinary practices have carried out the correct procedures or given out the correct medication
- Liaising with Veterinary Practices and affinity partners in order to ensure that all information is gathered in order to settle claims in an accurate and timely fashion
- Striving to achieve individual targets in line with team objectives, quality processes and productivity targets
- Maintaining a high standard, quality and efficiency of work
- Ensuring all information is entered accurately on records

Skills you need to succeed:

- Educational background in Veterinary Medicine, Veterinary Technician, Veterinary Nurse or similar
- Good written and verbal communication skills in English B2+ required
- Open minded and a 'can do' attitude
- Good organisational skills and ability to deliver multiple, diverse tasks at the same time
- Good listening skills and an ability to respond effectively to our prospect clients' needs
- High ethical standards
- Previous experience in veterinary would be an asset

What's in it for you:

- Full-time employment contract
- Remote work and flexible working hours
- Employee Assistance Program for employees and their families (psychological support)
- An extra day off for voluntary activities close to your heart
- Access to our Employee Network Groups, which represent every strand of diversity and allow colleagues to connect and learn from each other on an open, inclusive platform
- Opportunity to become one of the Internal Trainers
- A multinational environment with strong ties to UK business culture
- LuxMed medical healthcare and Generali group insurance
- Multisport Plus / Classic or MultiKafeteria benefit systems

- A positive atmosphere with excellent work-life balance (a 30-minute lunch break included in the 8-hour working day)

You'll be joining a network of 61,000 experienced, innovative and dedicated individuals across multiple disciplines and sectors. There are countless opportunities to learn new skills and develop in your career, and we'll provide the support you need to do just that. Our purpose is to create a better outcome for you.

What we hope you'll do next:

Please apply:

<https://system.erecruiter.pl/FormTemplates/RecruitmentForm.aspx?WebID=f1919b9236a24301b72c3b686c366f07>

About Capita

Capita Plc are the largest UK management, services, engineering and consultancy employing more than 61,000 staff aligned to providing services to the finance and critical infrastructure sectors and heavily aligned to all levels of government supporting key functions across the UK.

Capita Poland supports clients across a range of sectors including local government, procurement, life and pensions, insurance and learning and development. We operate in two locations – Kraków and Łódź, and both are situated very close to vibrant city centres.

On a daily basis we deal with simple processes like checking data correctness, contacting with clients, trainings coordination, and much more complex processes like closing general ledgers, reporting, financial analysis, claims processing, systems implementation, technical customer support or fleet administration.

We're an equal opportunity employer, which means we'll consider all suitably qualified applicants regardless of gender identity or expression, ethnic origin, nationality, religion or beliefs, age, sexual orientation, disability status or any other protected characteristic. We recruit and develop our people based on merit and their passion for creating better outcomes, and we're committed to creating an inclusive environment for all employees.

Contact:

talent@capita.com

Recruitment ends on: 14th February 2021