



**Your Claim Matters**

**Business Administrator – Job Description**  
**Your Claim Matters – Wolverhampton City Centre Location**  
**Salary of £18532.80 pa + Excellent Bonus Scheme**  
**40 hours per week Office Hours**

Are you looking for a fantastic opportunity to join a growing organisation?

We currently have an exciting opportunity to join our team as a Business Administrator within our expanding Processing unit.

Working within a fast-paced office environment, you will be fully competent in carrying out administrative and processing tasks to enable you to provide an efficient service and deal with all aspects of daily administrative support.

**The Role**

As a Business Administrator your role will include the following responsibilities:

Your main duties will include:

- Underwrite and validate new customer claims
- Action and respond to customer and organisational correspondence
- Sorting and Filing via our virtual filing system with our client CRM System
- Working through data spreadsheets received from Financial organisations containing client claim information
- Dealing with emails and queries
- Keeping clients informed as to the progress of their claims

**The Candidate**

To be considered for the Administrator position you will have the following experience skills and attributes:

- Highly driven, enthusiastic and motivated with a can-do attitude
- Administration experience desired but not essential
- Excellent communication and customer service skills
- Bright and articulate
- Ability to prioritise and organise your own workload as well as taking instructions from Line Manager
- Excellent attention to detail and timelines
- Experience in Microsoft Office particular Microsoft Excel & Microsoft Word
- Team player that focuses on optimising the team output

**Business Administrator Benefits**

- Competitive basic salary
- 20 days holiday P/A (pro rata part time)
- Central location
- A comprehensive training programme
- Fun and friendly environment

If you feel you are suitable for the Administrator role, please apply now!