

## **Arag Legal Protection Limited Claims and Legal Advisor**

### **Description:**

We are recruiting for a Claims and Legal Advisor to join a market leading insurer and legal services provider ARAG in Dublin.

Our claims department is at the heart of what we do so we are looking for individuals who have a passion for exceeding customer satisfaction whilst making timely decisions to settle claims for customers and ARAG. Claims at ARAG vary; as a result we need individuals who can work under pressure whilst maintaining a supportive and empathetic response to all our customers. In return we offer a busy, rewarding and very supportive environment which gives you an opportunity for both personal and career development.

As a Claims and Legal Advisor you will play a key role in the management of legal risk issues and will be responsible for:

- Providing telephone advice and assistance to policy holders in a clear and concise manner;
- processing claims and understanding policy wordings;
- providing general legal advice, particularly in relation to employment law;
- referring complex claims where necessary;
- keeping files and filing up to date;
- preparing briefs, letters and other legal documents;
- corresponding and liaising with all relevant parties;
- negotiating and settling claims;
- ensuring proper recovery and accounting of claims;
- carrying out investigation and research where necessary; and
- responsible for all other requirements of administration/support function as the needs of the business dictate.

The successful candidate will:

- Hold a legal qualification and have claims handling experience in a legal environment;
- Have at least 1 year's practical experience of employment law and litigation;
- have the ability to work with others and to build strong relationships;
- be able to think on your feet, have good organisational skills and be a team player;
- have exceptional written and verbal skills;
- be flexible and adaptable in your approach to customer/ business needs; and
- have strong attention to detail.

At ARAG we always love to hear from talented individuals so please follow us on Twitter or LinkedIn. We're also proud to say we're an equal opportunities employer who welcome applications from all backgrounds.

Please send your Cover Letter and CV to [Aidan.McGrath@arag.ie](mailto:Aidan.McGrath@arag.ie)