

MetLife is a leading global provider of insurance industry serving 90 million customers in more than 60 countries all over the world. The company offers Individual and Group Insurance Plans in Life, Personal Accident, Health and Pension, providing comprehensive protection to 600.000 insured all over the country.”

We are seeking for **Employee Benefits POS Pension** the right individual to assume the position of

Employee Benefits Policy Administrator
(Code: EB POS)

Overview of the role: The job holder will fully support POS Pension of Employee Benefits function, along with the achievement of the departments KPI's.

Key Responsibilities:

- Updating company's Informational System with the respective changes of Employees Benefits' clients
- Calculation & billing issuing (incl. management buy&sell orders for clients' investments selections)
- Premium Collection & Allocation
- Benefits payments & edition of certifications for E.Bs' clients
- Both oral & verbal communication with company's insured population, clients and partners.
- Data processing & information provision to the clients
- Delivery of top quality customer service

Knowledge/Qualifications/Experience:

- A Bachelor's degree
- Good knowledge of MS Office applications
- Fluency in written and spoken English
- Relevant experience will be considered an asset (Knowledge of insurance business)

Required Competencies:

- Result oriented, hardworking and flexible
- Ability to work under pressure with multi-tasking ability, work on own initiative, prioritize tasks and manage workload
- Critical and analytical thinking
- Solve problems efficiently
- Excellent interpersonal and organizational skills
- Accuracy, attention to detail
- Team player and dynamic personality

Our company offers a competitive remuneration package, continuous training and opportunities for further career development in a friendly and fast paced working environment.

In order to apply for this position please send your cv at Resumes.HR@metlife.gr.