

**Job Title:** Claims Administration Staff (Executive / Senior Executive)

**Job Location:** Kuehne + Nagel Pvt. Ltd.

B-2/601 , Boomerang

Chandivali Road, Near Chandivali Studio

Andheri East

Mumbai - 400072

**Annual CTC:** 4,00,000 – 4,50,000 INR

**Working Days:** Monday to Friday

**Working Hours:** 08: 00 a.m – 08:p.m ( Flexi hours)

### **Job Description**

Collect claims documentation for marine cargo and marine liability claims from:

i. KN stations

ii. KN systems (SALOG/CIEL/OTHERS/

iii. NACORA's

(Requisite training will be provided)

b. Contact internal Kuehne + Nagel and/or NACORA stations to build a claim file in accordance with the SOP of each NACORA office / YC center

c. Use existing Kuehne + Nagel and/or NACORA systems to obtain available missing claims documentation

d. Ensure accuracy of documentations at highest level

e. Enter / Update data in to CMS or any other system as required

f. Transfer digital claim files and documents to the relevant NACORA / Risk & Claims Service Station, digital archiving

g. Meet service level and communication time lines

h. Completion of assigned target on monthly basis

i. Submit periodic progress report to the National Insurance Manager

j. Identify the areas of improvement for achieving the assigned targets

k. Any other /additional duties/task provided by reporting manager /NIM on time to time basis but not limited to above claims related activities only.