

## **Insurance Officer -The Coral Oil**

*Coral Oil is committed to supplying Lebanon with essential premium quality products, providing improved services and maintaining an eco- friendly environment*

Major: degree in Business Administration, or any related field

Experience: 2- 3 years of experience in rules and regulations related to all lines of insurance

Major Responsibilities:

- Updating database of all insurance policies
- Filing claims, policies, and related documents
- Following up with employees for medical claims and reimbursements
- Submitting claims to the insurance companies.
- Following up with the insurance companies on claims statuses
- Examining claims and verify insurance eligibility, as well as record any charges and other payments
- Collecting and investigate all incidents reports.
- Ensuring that all claims are closed in a timely manner

How to apply:

Kindly send your CV or contact the Career Services Center, Email: [career.services@balamand.edu.lb](mailto:career.services@balamand.edu.lb), Ext. 7801; 7802