

## **Insurance & Claims Officer, Ship Operations Officer and Personal Assistant / Executive Assistant/ Admin Support**

*Shipment Management Company*

Location: Beirut, Lebanon

Experience: fresh graduates are accepted

### **1- Insurance & Claims Officer**

Major: degree in Business Administration, Finance, Accounting, or any related field

Major Responsibilities:

- Receiving, recording and processing all incoming insurance claims
- Interpreting policies and determining the coverage of claims made on marine insurance policies
- Liaising with P&I Clubs, ship-owners or surveyors on all claims related matters
- Recommending claim adjustors on settlement of claims under the marine insurance policy
- Maintaining current knowledge of insurance guidelines and policy changes and modifications
- Providing information and feedback on claims activity and developing trends to underwriter's risk assessors to enable appropriate actions to be carried out

### **2- Ship Operations Officer**

Major: degree in Business Administration, management, or any related field

Major Responsibilities:

- Leading the day-to-day operations of the ship
- Linking the Ship's Master and is accountable for the monitoring of ship movements and cargo transfer operations.
- Assisting with the planning of cargo intakes, liaising with regulatory bodies, maintaining customer contact, and responding to problems that may arise in the course of executing shipping operations.

### **3- Personal Assistant / Executive Assistant/ Admin Support**

Major: degree in Business Administration, or any related field

How to Apply:

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