

# Associate Administrator

## Atradius

The Atradius Group provides trade credit insurance, surety and collections services worldwide, and has a presence through 160 offices in 52 countries. The products offered by Atradius protect companies around the world against the default risks associated with selling goods and services on credit.

At Atradius, we believe in personal development and the Growth Mindset. Our Culture is based on teamwork, reliable accountability, constantly improving and unrivalled service.

Read on more on our Career site: <https://careers.atradius.com/en/careers>.

## Department Description

The Credit Specialties Unit (CSU) provides customer solutions for risks that may not be covered by the Atradius traditional product suite. These solutions include but are not limited to; Single Buyer cover (including up to 5 buyers); Multi Buyer Excess of Loss Non-Cancellable cover; Structured Trade Credit & Political Risk Cover for banks and corporations

## Job Description

The role is an Administrator within the Credit Specialties team; the role requires good attention to detail and would be most suited to someone with some knowledge in the financial / Insurance industry.

This is a full time (35h per week) hybrid role, with 3 days from the office, 2 from home.

## In this position your key responsibilities will be:

- Checking data is consistent with policy documentation
- Carrying out customer due diligence checks
- Processing of all new policies, renewals and endorsements in various databases
- Filing including scanning documentation and saving to the electronic filing system
- Recording policies/risks onto our internal systems and Microsoft Excel, based on a four-eye principle
- Ensuring that premium invoices are correct and issued in a timely manner
- Sending renewal reminders to underwriters
- Other admin tasks
- Attending weekly department team meetings

## What qualification should you have?

We are looking for a motivated and ambitious person, able to work quickly and from own initiative

- Team player
- You must have good skills with Microsoft office software (e.g. Word, PowerPoint)  
Proficiency in Excel is a must have.
- Strong communication and interpersonal skills are required as you will often be required to discuss and challenge policies queries etc. You will need to communicate with various team members including underwriters and management from several teams located across different countries.
- Excellent English language skills both written and verbal.

## What do we offer?

- A dynamic, international and challenging work environment
- Training and support to reach your full potential including the opportunity for continuous professional development
- Attractive terms and conditions, including competitive salary, pension package and a

range of flexible benefits and rewards

- Challenging tasks with individual development and training opportunities

### **Equal opportunities for all**

The success of our organisation stands with the quality of our people and the ideas they have. Insights and innovative solutions for our customers are the result of an interplay of cultures, knowledge and experience. That is why diversity is extremely important to Atradius. To ensure that all colleagues within Atradius can develop their qualities, we promote an inclusive culture in which everyone feels involved and valued. We encourage and welcome everyone to apply to our positions.

### **Do you have any questions about our offer?**

Olivia PALMER, Human Resources, is available by e-mail at [olivia.palmer@atradius.com](mailto:olivia.palmer@atradius.com).

### **I am Atradius! - Do you want to know who we are?**

Get to know Atradius colleagues in this video:

<https://www.youtube.com/watch?v=NnsgT04OpTU&t=4s>

*Atradius is a global provider of credit insurance, bond and surety, collections and information services, with a strategic presence in over 50 countries. The products offered by Atradius protect companies around the world against the default risks associated with selling goods and services on credit. Atradius is a member of Grupo Catalana Occidente (GCO.MC), one of the largest insurers in Spain and one of the largest credit insurers in the world.*

*You can find further information on our website: <https://group.atradius.com>*