

Legal & Insurance Executive

- Qualification :** Graduates (Preferably Commerce / Law) experience in sourcing and administration of insurance policies & legal documentation
- Experience :** 8 – 10 years
- Work Location :** Mumbai

Requirements & Responsibilities

- Liaising with Insurers, brokers and other Insurance related authorities to get proper insurance coverage for Employee benefit, property and Project related insurances including providing inputs for RFQs, obtaining quotes, review of offers and placement.
- Handling and managing Employee related insurances i.e. Mediclaim, Group Personal Accident, Group Term Life policy.
- Claim Management of all employee benefit policies, interacting with TPA, Broker and Insurers, settlement of claims as per applicable policies.
- Legal documentation experience – basic employee related legal documents, undertakings, notices for Bond recoveries, leave and license agreements, Power of attorney documents.