

MichaelPage

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Technical Accountant (Utilize your Excel skills)

Technical Accountant

募集職種

人材紹介会社

マイケル・ページ・インターナショナル・ジャパン株式会社

求人ID

1515699

業種

生命保険・損害保険

雇用形態

派遣

勤務地

東京都 23区

給与

時給制

更新日

2025年01月14日 16:52

応募必要条件

キャリアレベル

中途経験者レベル

英語レベル

日常会話レベル

日本語レベル

流暢

最終学歴

高等学校卒

現在のビザ

日本での就労許可が必要です

募集要項

This position will be responsible for managing and processing reinsurance administration work for reinsurance treaties. This will include checking and reviewing settlement of account and reporting, putting data into the internal database and prepare booking data for internal accounting.

Client Details

Global reinsurance company based in Europe.

Description

- Manage and process reinsurance administration work.
- Check and review settlement of account and report received from clients, and put data into the internal database.
- Validate reinsurance premium/lapse/claims from the client data.
- Calculate profit commission and issue when needed.
- Prepare booking data for internal accounting.
- Manage Omega and DMS process.
- Issue confirmation letter to clients.
- Process necessary administration for retrocession.

Job Offer

- WFH 2 times/week possible (after used to the position)
- 9:30-17:30

To apply online please click the 'Apply' button below. For a confidential discussion about this role please contact Aino Takagaki at +81368328913.

スキル・資格

- Microsoft Excel skills; pivot table and vlookup skills are essential
 - Insurance background (not required but good to have)
 - Basic English (Reading and Writing. Speaking ability is not necessary)
 - Fluent Japanese
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会社説明

Global reinsurance company based in Europe.