



<https://old.transcorp-intl.com/job/insurance-administrator/>

## Insurance Administrator

### Description

The Insurance Administrator is responsible for overseeing all insurance-related functions across the organization, including managing claims, policy renewals, and compliance.

### Responsibilities

- **Insurance Coordination:**

Serve as the point of contact between Transcorp and insurance brokers.

- Facilitate procurement and renewal of insurance policies, including but not limited to:
  - Life insurance
  - Vehicle insurance (fleet and individual units)
  - Workmen compensation
  - Fire, theft, and premises-related policies
- **Claims Management:**
  - Track and manage insurance claims end-to-end.
  - Liaise with relevant departments and insurers to gather documentation, submit claims, and follow up until resolution.
  - Maintain a log of ongoing and completed claims with outcomes.

- **Compliance & Risk Monitoring:**

- Ensure all policies are compliant with statutory and internal requirements.
- Monitor expiry dates and proactively manage renewals.
- Stay updated on industry trends and regulatory changes affecting insurance.

- **Documentation & Reporting:**

- Maintain organized records of all insurance documents and correspondence.
- Prepare and present monthly insurance status reports to management.
- Assist in insurance audits and risk assessments when required.

### Qualifications

- Bachelor's degree in Business Administration, Insurance, Risk Management, or a related field.
- Minimum 2–4 years of experience in an insurance administration or coordination role, preferably in logistics, warehousing, or transport sectors.
- Strong knowledge of corporate insurance products and claims processes.

### Hiring organization

Transcorp International

### Employment Type

Full-time

### Job Location

Lebanon

### Date posted

May 26, 2025

- Ability to work independently and handle confidential information