

JOB DESCRIPTION

Job Title : Legal Assistant

Reports To: : General Manager – Legal

Job Summary:

The Legal Assistant is responsible for assisting the legal department in registration of claims, filing of documents, appointment of approved service providers, processing payments, maintaining the legal registers and forwarding documents to service providers

Main Duties and Responsibilities:

- Registering claims upon receipt of summons and demand letters.
- Liaising with underwriters to verify information pertaining to claims.
- Processing of payments of approved claims
- Co-ordinating with Accounts Department for timely payment/processing of judgments/third parties and service providers fees
- Appointment of approved service providers (doctors, investigators and advocates) as directed by the Head of Legal Department.
- Handling of correspondences in accordance with the mail procedure.
- Reviewing and amending reserves

Qualifications, Skills & Experience

- Bachelor of Law from a recognised university
- Postgraduate diploma will be an added advantage
- At least 2 years working experience in the insurance industry

Core Competencies

- Must be result driven with good negotiation and persuasion skills
- Must exhibit good Customer service traits
- Must show Creativity/Innovation



- Must be Flexible and able to work under pressure and strict timelines
- Must cherish Accountability
- Technical credibility
- Must have good Communication skills and exhibit teamwork

Application Procedure:

If you meet the above minimum requirements, send your c.v to careers@gakenya.com indicate the position applied for on the email subject line to be received on or before 16th August 2024. Only shortlisted candidates will be contacted.