

## International Programs Coordinator-WAR001UO

### Description

Marsh is a global leader in insurance broking and risk management. In more than 130 countries, our experts in every facet of risk and across industries help clients to anticipate, quantify, and more fully understand the range of risks they face. In today's increasingly uncertain global business environment, Marsh helps clients to thrive and survive. Marsh is a wholly owned subsidiary of Marsh & McLennan Companies (NYSE: MMC), a global team of professional services companies offering clients advice and solutions in the areas of risk, strategy and human capital.

Due to the rapid growth, Marsh (EBSC Tam) is looking for talented and motivated candidates for the following position:

### International Programs Coordinator (Warsaw office)

#### JOB DESCRIPTION

- Checking potential Marsh clients to ensure cooperation compliance
- Systems data gathering, analysis and KPI reporting
- Motorcar business administration and billing (registration, claims, data management)
- Placement and broking files review and reporting in line with agreed and implemented checklists
- Supporting insurance brokers from Netherlands in other administrative activities
- Participating in ad hoc projects
- Supporting local team in process migration from abroad

#### CANDIDATE'S PROFILE

- At least 1 year of work experience (preferably in an international work environment)
- Knowledge of insurance sector will be a strong asset
- Fluent English
- Knowledge of Dutch or French language as a plus
- Attention to details and ability to analyse, judgment and decision making
- Strong problem solving capabilities
- Very good command of MS Office (MS Excel)
- Strong oral and written communication skills
- Ability to build relationship with colleagues

#### WE OFFER

- Work in a people-oriented team with dynamic colleagues and leaders who are committed to exceeding the high standards set by our clients and by ourselves
- Development within a growing company
- Competitive salary based on employment contract

- Attractive benefits package (including private health care, sports card, life insurance, lunch card)
- Induction and initial trainings
- A-class office building facilities near to Rondo Daszyńskiego metro station

If you would like to apply for this position, please send your CV in English.

Please include the following statement: *„Zgodnie z art. 24 ust. 1 ustawy z dnia 29 sierpnia 1997 r. o ochronie danych osobowych (Dz. U. z 2014 r. poz. 1182 z późn.. zm.) informuję, iż administratorem danych osobowych przekazanych w dokumentach aplikacyjnych przez Panią/Pana dobrowolnie w celu przeprowadzenia rekrutacji jest Marsh Sp. z o.o. z siedzibą w Warszawie (00-807), przy Alejach Jerozolimskich 98. Dane osobowe mogą zostać udostępnione wyłącznie podmiotom upoważnionym na podstawie przepisów prawa. Posiada Pani/Pan prawo dostępu do treści swoich danych oraz ich poprawiania.”*

**Job**

Data Management

**Primary Location**

PL-MA-Warsaw

**Marsh & McLennan Companies and its Affiliates** are EOE Minority/Female/Disability/Vet/Sexual Orientation/Gender Identity employers.