

About Us:

Trinity Marine Services Ltd, is an independent broking company in Marine Insurance established in 2005. Over the course of the years TMS has provided expert advice on risk management to a high caliber list of shipping companies through an established network of world's leading insurer's and first class International Underwriters with whom TMS collaborates in designing at par risk covers to better serve our client's needs. At TMS we perceive that the in depth knowledge, the understanding of risk exposures and of claims management and the awareness of the constant challenges in the maritime industry are the foundations for a seamless capability in marine insurance placing.

TMS' success relays undoubtedly on the quality and on the work ethic of its team members. Their expertise, their dedication and their commitment empower the Trust of her clients that their risk assessment will be profoundly secured.

Trinity Marine Services Ltd is looking to employ "**Front Office Administrative Assistant**" and a "**Marine Insurance Technician**".

Front Office Administrative Assistant:

- Managing incoming and outgoing correspondence, filing, administration and general support to the executive team and the Managing Director.

Marine Insurance Technician :

- Process new insurance & claims notifications
- Take part in Insurance renewals negotiations
- Maintain a track record for all client involved
- Draft documentation for the Insurance Covers provided
- Liaise with clients, other brokers and Insurance Companies
- Collect accurate information and documents to proceed with a claim
- Analyze a claim made by a policymaker to establish whether it satisfies the policy conditions
- Manage all administration aspects of the claim and handle any associated complaints

Skills and Qualifications:

- Strong command of the English language (oral and written)
- High proficiency in Microsoft Office (especially Excel and PowerPoint)
- Strong presentation and communication skills
- Able to manage own workload and prioritize tasks
- Highly organized, methodical and attentive to detail
- Adaptable team player with a desire to learn from others and share own insights
- Ability to meet assigned deadlines

What we offer:

- A competitive remuneration package
- Friendly working environment in which you can develop your skills and competencies

Please submit your CV at trinimar@trinitymarine.gr

All applications will be treated in strict confidence