

Permanent position of **Membership Advisor** at Medisec Ireland CLG

What our company does

Medisec arranges protection for professional negligence for its members. The cover provides indemnity in respect of the legal liability arising from the medical advice and treatment provided by our members.

Medisec also provides a full range of advisory services on medical, ethical or legal queries that may arise in a member's day to day general practice.

Our experienced team of advisors all based in Dublin and with extensive experience in the medico legal field are available on a 24/7 basis to guide, direct and support our members in relation to any query no matter how big or small.

Job description

We are seeking a permanent full time Membership Advisor to join our growing team. The successful candidate, will be responsible for the renewal, collection and settlement of member's subscriptions incorporating liaison on the completion and vetting of members proposals for approval by insurers.

Applicants will require the necessary financial and computer skills to operate an integrated renewals and billing system. This role is client facing with daily direct engagement with clients to explain our products and answer all related queries so excellent communication skills and a pleasant manner is essential.

Specific tasks:

- Processing and vetting new member enquiries and applications for approval by the underwriter
- Administration and allocation of all members payments
- Calculation of refunds and adjustments due to member / insurer each month
- Assistance with calculation of monthly premiums due to insurer and preparation and settlement of invoices
- Liaising with the underwriter in relation to the above
- Processing of member's monthly direct debit runs and follow up with members in relation to failed payments
- Issuing of monthly receipts and statements
- Other tasks as deemed necessary by management to support the operation of the business

Candidate requirements:

- APA qualification preferable
- Proficient in both Microsoft Office and Excel essential
- 1-5 years industry related experience within insurance and/or membership services experience preferred but not essential
- Must have an eye for detail and effective time-management skills