



**VIG Re, the reinsurance company of Vienna Insurance Group**, is a young and dynamic company with international operations mainly in Central and Eastern Europe. We are looking for a new team member who will accompany us to the next step in our strategic growth.

We work hard, but we also like to have fun. Our company culture is quite exceptional for the Czech insurance market; please check out our website [www.vig-re.com](http://www.vig-re.com) for more information about us.

## **CLAIMS ASSISTANT**

Main responsibility will be the administration and registration of claims for all lines of business.

### **Your Tasks**

- Administrative support of Department
- Administration and registration of claims
- Communication with internal and external parties

### **Our Expectation**

- High school/university education
- Experience/knowledge in the field of insurance/reinsurance is an advantage
- Responsibility and reliability
- Language Skills: Fluent in spoken and written English, another European language is an advantage
- Team Player
- IT Skills – MS Office

### **We Offer**

- Full-time or part-time job (minimum 20 hours/week)
- Opportunity for professional development in one of the leading insurance groups in Central and Eastern Europe
- An extensive package of benefits
- Flexible working hours
- Work in an international team
- Workplace in the heart of Prague

### **Contact:**

VIG RE zajišťovna, a.s.

[career@vig-re.com](mailto:career@vig-re.com)

**Send us your curriculum vitae and motivation letter in English.**

We look forward to meeting you!