

**Available vacancy:** Claims Handler - Instructions

**Term:** Permanent

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**We are :**

A leading law firm on the South London/Kent border. Established for over 125 years, we understand the importance of our people; the practice has been accredited by Investors in People since 2005, which is recognised across the world as a mark of excellence in 'putting people first'. The practice also ranks as a Legal 500 firm, is listed in the reputable Chambers Guides, is Lexcel accredited and a member of the Law Society's Conveyancing Quality Scheme and Wills and Inheritance Quality Scheme. To top all of that, we have also received accreditation for our staff engagement levels with a place in the Best Companies 'Ones to Watch' list.

**You are :**

A bright, enthusiastic individual who enjoys working to targets and take huge pride in doing a great job. You enjoy working in a busy team and have the ability to work under pressure and to deadlines and are motivated by the opportunity to forge a meaningful career. You're also naturally organised and can prioritise effectively.

**You have:**

- A Levels grade A-C (or equivalent): a minimum of 2
- GCSE grade A-C (or equivalent): a minimum of 5 to include English
- Batchelor's degree (desirable)
- Experience of working to target
- High levels of accuracy and good attention to detail
- Good problem solving skills
- Good communication skills both verbally and in writing
- IT skills including Word and Outlook
- Ability to learn new processes and systems quickly, including software and Court procedures

**You will:**

Work on behalf of our Insurer clients, dealing with road traffic accident insurance claims. Your aim will be to settle claims for damages and you will receive full training. To do this you will:

- Investigate and gather information from all relevant parties to the accident, issuing standard documentation.
- Assess whether court proceedings should be issued for each case.
- Communicate effectively with all parties e.g. policy holders, third parties, third party insurers, bailiffs, sheriffs & tracing agents, both on the telephone and in person.
- No specific Insurance or legal experience is necessary as full training and support will be provided from your team leader and managers.

If your application is unsuccessful we may keep your personal data on file for up to 12 months.

We will offer an automatic interview to candidates who meet the minimum requirements for the role and have a disability under the Equality Act 2010. Please include a cover letter making this clear if you believe this applies to you.

*Judge & Priestley is committed to equality of opportunity and welcomes applications from all sections of the community.*

*If your application is unsuccessful we may keep your personal data on file for up to 12 months. Our Job Applicant Privacy Notice can be found on our website.*

*We will offer an automatic interview to candidates who meet the minimum requirements for the role and have a disability under the Equality Act 2010. Please call our HR department on 0208 290 0333 if you believe that this applies to you.*

*Please note that upon acceptance of an offer of employment all successful applicants are required to undergo a Basic Disclosure and adverse financial check, amongst other pre-employment checks.*