

Reinsurance Claims Specialist (Fixed-Term contract until 31.12.2026)

Location: Zurich / Hybrid

Contract Type: Fixed-term contract until 31.12.2026

Start Date: as soon as possible

Role Overview

We are seeking a Reinsurance Claims Specialist to join our team on a fixed-term basis. The successful candidate will be responsible for the claims department's team's reinsurance claims administration and/or handling reinsurance claims efficiently and accurately, ensuring timely resolution and maintaining strong relationships with internal stakeholders, brokers, and clients.

Job Description

- Claims department claims administration including assigning claims to the claims portfolios
- Handle and examine all claims aspects arising from assigned markets and/or lines of business
- Handle and adjust claims within the assigned authority under the guidance of his/her superior
- Regular diary review of outstanding claims to maintain proactivity and ensure accuracy of reserves
- Ensure electronic claim records within the company's IT system and keep them well organized and up to date with relevant information, with full audit trail and comments
- Close relationship with other internal departments, both locally and across the company's European offices, in order to secure best possible workflow and claims handling quality
- Keep underwriting closely informed about all planned decisions (i.e. before clients are contacted)
- Assist and contribute to external claims reviews/audits and other internal claims projects as assigned

Skills Required

- Solid reinsurance claims background including primary insurance claims knowledge
- Being able to independently assign, check, reserve, query, handle, book and follow up claims within his/her assigned portfolio, and to be willing to deal with his/her fellow colleagues' assigned portfolios in times of need
- Have a good understanding of the interfaces with other departments (such as underwriting, actuarial and technical accounting)
- Be willing to expand the knowledge and able to adapt to new processes/keep up with developments
- Strive to improve claims handling quality and attention to detail
- Be customer focused (internal and external)
- Social competence and team orientated
- University degree in law or business administration, or similar education
- Alternatively, profound working experience in the industry
- Minimum of 3 years' experience in the reinsurance claims area (reinsurance, broker)
- Ideally reinsurance claims review experience
- Working experience/knowledge fluent in English and a good understanding of German or French (Italian would be a plus).
- Good IT software skills (Word, Excel, etc.)

How to apply

To submit your application please forward your CV to hrzurich@transre.com quoting the job reference *Claims*.

Closing date: 31st March 2026



About Us

Since 1977, TransRe' vision has been to deliver the capacity and expertise necessary to contribute to the sustainable growth of prosperous communicates worldwide.

Our Mission

Our mission is to be the first- choice provider to reinsurance to our customers, based on:

Experience	the foundation of our long term, trust-based relationship is built on long tenured leadership in every line in every region.
Accessibility	our global network of local support for all property and casualty lines of business.
Strength	the cornerstone of our ability and willingness to pay claims.
Innovation	to track record of collaboration and service delivery to support your sustainable profitable growth.
Expertise	the basis of our timely, value-added insight and offerings.
Resilience	we exist to improve the resilience of communities worldwide, through our products, our people and our partnerships.

Our Values

To achieve our Vision and Mission, we maintain a culture of the highest ethical standards. We treat our employees and customers fairly. We stand behind our products and services. We act with:

Integrity	work honestly, to enhance TransRe's reputation.
Respect	value all colleagues. Collaborate actively.
Performance	we reward excellence. Be accountable, manage risk and deliver TransRe's strengths.
Entrepreneurship	seize opportunities. Innovate for and with customers.
Customer Focus	anticipate their priorities. Exceed their expectations.

We support diversity in the workplace. We are an Equal Opportunity Employer.