



Gi Group is looking for an **Insurance Support Administrative (m/f)** who is fluent in both French and English to join one of our client's operations in Lisbon, providing personal insurance solutions.

**Responsibilities:**

- Evaluate and manage customer claims, liaising with insurance companies, clients, and service providers via telephone and email.
- Coordinate the direct billing process with international providers.
- Handle a portfolio of clients with expatriates stationed worldwide.
- Process e-claims and invoicing.

**Your Profile:**

- Native or fluent in French and English (mandatory).
- Previous experience in insurance within the medical sector in an international environment (preferred).
- Excellent communication and teamwork skills.
- Service-oriented approach.
- Exceptional attention to detail.

**Conditions:**

- Competitive gross base salary.
- Meal allowance.
- Individual and quarterly bonuses.
- Transport allowance.
- Health insurance.
- Direct work contract with our client.
- Workload: Rotating shifts between 08 AM and 07 PM, from Monday to Sunday with rotating days-off.
- Location: Lisbon; hybrid model available after 6 months.

If this opportunity excites you and fits your profile, send us your application!

Build your career with us!

*Interested candidates, in compliance with the provisions of Regulation (EU) 2016/679 (GDPR), are invited to read the privacy policy at [pt.gigroup.com](http://pt.gigroup.com)> Candidate Privacy Policy.*

*As part of Gi Group Holding, Gi Group recognizes and respects the diversity of people and believes that providing equal opportunities through fair processes based on meritocracy and professional competence, valuing the diversity of similarities and differences that create the uniqueness of each person, and promoting a culture of inclusion by eliminating factors that discourage or hinder access, permanence, and growth in the labor market is fundamental to its success. Discover our Global High-Level Policies at [gigrouholding.com/portugal](http://gigrouholding.com/portugal)> Social Commitment. Gi Group thus complies with the legal provisions of Law 4/2019, of January 10.*