

Insurance Administrative Assistant



Working Location: In office

Working hours: Mon – Fri 8am – 4pm

Who is OIP Insurtech?

OIP Insurtech streamlines insurance operations and optimizes workflows by combining deep industry knowledge with advanced technology. Established in 2012, OIP InsurTech partners with carriers, MGAs, program managers, and TPAs in the US, Canada, and Europe, especially the UK.

With 1,200 professionals serving over 100 clients, we deliver insurance process automation, custom software development, high-quality underwriting services, and skilled tech staff to augment our clients.

What You'll Be Doing

As an **Insurance Administrative Assistant**, you will take care of both simple and complex administrative tasks so that our clients in the USA, UK, Canada, and beyond can operate efficiently and effectively, allowing them to focus on their core business.

- Preparing documents, organizing files, and making sure paperwork is completed accurately and on time.
- Creating and preparing important documents, like quotes, policies, and endorsements.
- Checking documents carefully to ensure they follow insurance guidelines and procedures.
- Assisting Underwriters in evaluating risks and helping decide on coverage, premiums, and policy conditions.
- Training new team members on administrative tasks and reporting any issues to keep things running smoothly.

What are we looking for?

- Advanced written and spoken English skills for effective communication in an international setting.
- A Bachelor's degree is preferred, but we also welcome high school graduates.
- Experience in a similar environment is beneficial, but not essential. We value a willingness to learn, strong organizational skills, and adaptability.
- Strong computer skills, including familiarity with Microsoft Office and Google Docs, and the ability to type efficiently.
- Attention to detail, with the ability to analyze data, proofread documents, and ensure accuracy in all tasks.
- Excellent teamwork skills are essential, as you will be collaborating closely with colleagues and supporting a dynamic team environment.

What We Offer

Permanent Employment Contract with a 4-month probation period

Starting salary: 34,000 MKD

3 Months of Paid Training and 1-on-1 Mentor Support

Modern Office in Skopje City Tower

Development and Learning Programs

5 Days of Personal or Family Care Leave

10 Days Paternity and 5 Days Wedding time off

Employee and Kids New Year Gifts

Flexible Comeback for New Moms (fully paid)

Newborn Welcome Gift

Team Building and Company Events

Team Lunches and Treats

What To Expect After Applying

CV Review

We'll review your English CV to ensure you meet the basic qualifications.

Phone Interview

Shortlisted candidates will have a brief Viber interview in English to get to know you better.

Personal Interview

If successful, you'll be invited to a Google Meet interview with our recruitment team to discuss the opportunity further.

Screening

We'll evaluate your computer and written English skills to confirm you're prepared for the role.

