



INTRODUCTION :

Rockledge East Africa Limited is an Independent Marine Inspection engaged in Claims and Risks Management, Technical Surveys as well as Industrial Services based in Mombasa with regional presence in the larger Eastern African countries. Since Inception, Rockledge East Africa Limited has been providing quality and specialized solutions, serving a wide range of industries including Insurance, Transport and Logistics, Warehousing, Agriculture, Oil & Gas and Minerals. Rockledge Claims and Risks Management Services offers specialized loss adjusting, risks inspection and claims management solutions in our area of operations. We make sure our team has an emphasis on operational excellence and quality of service while maintaining professional ethics. As we continue to grow and expand our territory, we are seeking high caliber individuals who are equally thirsty for growth to join our team. By Joining our team, you are helping to provide an experience to our stakeholders that delivers on our key promises

JOB DESCRIPTION

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| Job Title | Cargo Surveyor/Claim Handlers (1 Positions) |
| Location | Mombasa, Kenya |
| Department | Claims and Risks Management |
| Reports to | Head of Technical and Operations |

Job Duties :

- Understand the assigned job together with any other requirements as requested by the client and guided by internal work instructions.
- Establishing contacts with Insured/insurers/consignee and brokers to achieve prompt survey attendance/site visits and timely conclusion of claims.
- Timely completion of on-site investigations and damage surveys for claims
- Providing reports to clients in standard format and in accordance with corporate quality programs, policies and procedures within agreed timescales.
- Investigating, negotiating and agreeing settlement of claims in a professional manner
- Actively contribute towards achievement of company business objectives.
- Always comply to applicable safety rules and operational procedures
- Network, identify, explore and facilitate opportunities for business growth
- Lead the team when required and perform other tasks as assigned

Job Requirement :

- Minimum of a Degree in any technical field with three (3) years progressive experience preferable in either Warehousing, Logistics, Insurance as well Marine Cargo Inspection.
- Thorough, observant and attentive to detail.
- Methodical, with an investigative approach to gathering information.
- Excellent communicators, both verbally and in writing with good command of English
- Capable of understanding technical plans and able to convey complex information clearly.
- Good negotiators, tactful, assertive and persuasive
- Good at managing their time effectively.
- Able to write clear reports and draw simple plans.
- Confident using computers.
- Able to develop strong relationships both internally and externally is imperative

Posting Date : September-26-2022

Closing Date : October-07-2022

How to apply:

Rockledge East Africa Limited offers a culture where motivated customer-oriented employees can flourish, experience professional fulfilment and reach their highest potential. Interested applicants may submit their cover letter, updated CVs together with salary expectation to careers@rockledgeafrica.com. Women are highly encouraged to apply.