



MEMBERSHIP & CLAIMS CLERK (C2) X 1

Applications are invited from suitably qualified and experienced candidates for the above position which is based in Harare under Parksmed Health Fund. The incumbent will report to the Claims Assessor

Duties (Responsibilities)

- ✓ Receives and checks claims from members.
- ✓ Initiates claims process,
- ✓ Captures data for members,
- ✓ Adds on and subtracts members when need arises,
- ✓ Ensures that the requisite forms are filled for claims and reviews for completeness,
- ✓ Prepares documents for contracts,
- ✓ Transactions or regulatory compliance.

Qualifications

- Relevant Certificate/Diploma in Administration/HR or equivalent qualification
- 5 O` Levels including Mathematics and English language
- A minimum of two years relevant experience
- Interpersonal relations and patience
- Good analytical skill
- Computer literacy

Interested candidates should submit their written applications together with detailed CVs to:

The Human Resources Officer
Parksmed Health Fund
P.O box CY 140
Causeway
Harare
Email: vacancy@parksmed.co.zw

Or hand deliver to Head Office's Parksmed Section on or before the 18th of October 2021.