



Insurance Admin & Finance Officer

Why UEX?

UEX is fast growing and willing to change the billion dollar insurance market by bringing innovation and customer centric thinking to this old industry. We enable people to understand and choose what they really need to make sure that they'll be safe when bad luck knocks.

If you think that insurance is boring, hard to get and that you could use a good APP to understand, customize and buy your insurances, then join us and help us making it real!

UEX is backed by big insurance players who believe in our vision and ability to deliver. We have proven that we have the right proposition for the right market. It's time to scale!

Our core hiring principle is to surround ourselves with incredible people who seek the same of their environment. This is your opportunity to join the team of a fast growing insurtech company and to become part of the core team, to grow with us and to provide the best customer experience ever.





Your mission

You will be in charge of the production of our insurance contracts as well as the associated financial records. Once they are signed you would need to follow the flow up to their deliveries. As such:

- You will define and be accountable for SLAs for the production of insurance contracts:
 - Contract issuance with our insurance partners
 - Contract delivery to our members
 - Payment collection from our members and premiums transfer to our insurance partners
- You will be in charge of the relationship with insurance providers in order to continuously improve our processes
- You will be accountable to organise the delivery of our new contracts to our members.
- You will follow the payments of commissions from our insurance partners and provide associated reports
- You prepare monthly inputs of commissions for our accounts and follow their reconciliation
- You will be in charge of the bookkeeping

Requirements and Qualifications

- You are a Singaporean Resident
- Fluent in English and at ease in a multicultural environment
- Preferably 3+ years of relevant working experience
- Knowledge of the insurance industry
- Computer savvy with proficiency in Excel or Gsheets / Gmail



- Self-motivated, positive attitude, proactive and detail-oriented
- Good interpersonal and communication skill
- Very organised and process driven
- Experience working with XERO would be an advantage

Additional Information

Team: Be ready to join a human, ambitious and hardworking team who wants to create an Insurance (r)evolution and loves to work together. Even if autonomy is highly important, we support and motivate each other: team spirit is one of our key values.

Environment: Our offices are located in Singapore, in the middle of the CBD

Salary expectations: Based on your skills and previous experiences.

Applications: via email with a cover letter and CV to jobs@uexglobal.com