

# We're Hiring

RF&G Life Insurance Company is a subsidiary of G.A Roe and Sons, one of the largest and most successful groups of companies in Belize. Its core business is to provide insurance coverage for Life and Medical Insurance to the needs of its customers while making use of the latest technology while delivering professional, efficient, and personalized service on a strong financial and ethical foundation. To find out more about RF&G Life Insurance Company, visit us at <https://www.rfglife.com/about/>

Applications can be submitted from suitably qualified individuals for the post of:

## Claims Clerk

### Qualifications & Requirements

- Associate Degree in Business or a related field.
- Completion of Principles of Insurance (LOMA Level 1).
- Minimum of 1 year of experience in insurance claims administration.

### The successful candidate will be required to:

- Receive, review, and validate claims documentation.
- Accurately enter and process claims in the system according to policy terms.
- Code patient diagnoses and procedures accurately and collaborate with Claims Adjudicator when necessary.
- Calculate and document benefits for payment or draft denial letters.
- Maintain detailed and organized records, logs, and audit trails.
- Respond to inquiries from clients, beneficiaries, and healthcare providers with professionalism and empathy.
- Investigate claims by reviewing supporting documents and coordinating with other departments.
- Escalate potentially fraudulent or suspicious claims.
- Ensure compliance with regulatory and internal company requirements.

### Candidates should have the following knowledge and skills:

- Excellent attention to detail and organizational skills.
- Strong written and verbal communication skills.
- High level of professionalism, discretion, and customer service orientation.
- Good analytical and problem-solving abilities.
- Proficiency in Microsoft Office Suite (Word, Excel, Outlook).
- Team player with a flexible and adaptable attitude.

Salary is negotiable based on qualifications and experience. Applicants are required to submit their application along with (i) two professional reference letters (preferably one from a most recent employer), (ii) Application for Employment Form, (iii) Copy of Police Record/Receipt.

All applications should be sent by email to [vacancy@roesons.com](mailto:vacancy@roesons.com) no later than **October 3, 2025**. Place in the subject "Claims Clerk"

RF&G LIFE INSURANCE COMPANY LTD.

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A Roe Group Company