

# 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:

## Nurse/Claims Officer

### Qualifications & Requirements

- Bachelor's degree in nursing or recognized nursing degree by the Nursing Association/Ministry of Health of Belize
- Certification in Basic Occupational Health and Safety would be an asset.
- At least 3- 5 years working experience in clinical/hospital environment

### The successful candidate will be required to:

- Review and process medical insurance claims according to policy provisions
- Evaluate medical reports, invoices, and treatment plans to determine coverage
- Coordinate care with healthcare providers and educate members on benefits
- Support pre-authorization and pre-certification processes
- Maintain high standards of customer service and accurate documentation
- Promote employee wellness through health programs and assessments.
- Maintain high customer service standards by resolving inquiries promptly.
- Provide guidance on medical procedures, treatments, and medications.

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

- Strong understanding of medical terminology, procedures, and treatment plans.
- Excellent verbal and written communication skills and presentation skills to effectively interact with patients, families, and healthcare providers.
- Strong analytical skills to evaluate patient cases and insurance claims.
- Demonstrated ability to advocate for patients' needs and provide empathetic support.
- Demonstrate a willingness to be flexible, versatile, and tolerant in a changing work environment while maintaining effectiveness and efficiency with Team Members.
- Exceptional organizational and time-management skills to manage multiple cases simultaneously.

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 December 19, 2025.

Place in the subject "Nurse/Patient Advocacy"

RF&G LIFE INSURANCE COMPANY LTD.

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