

# 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 Officer

### Qualifications & Requirements

- Bachelor's Degree in Business Administration, Finance, Healthcare Management, or related field.
- Relevant certifications in insurance claims management or healthcare administration preferred.
- Proven experience in life and health insurance claims processing, with comprehensive knowledge of medical terminology, procedures, and coding.

### The successful candidate will be required to:

- Review and analyze life and health insurance claims for validity, completeness, and policy compliance.
- Verify coverage, eligibility, and claimant details through careful examination of documents and records.
- Investigate claims thoroughly, including reviewing medical records and supporting evidence.
- Collaborate with healthcare providers and other parties to clarify claim information.
- Evaluate claims against policy provisions, coverage limits, and deductibles to determine benefits.
- Support claimants with empathy, addressing inquiries, concerns, and disputes throughout the process.

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

- Expertise in evaluating and managing life and health insurance claims with accuracy and efficiency.
- Strong analytical skills to assess complex medical and financial data and make sound decisions.
- Excellent communication, interpersonal, and customer service skills with professionalism and empathy.
- Effective problem-solving abilities to resolve claim discrepancies and inquiries promptly.
- High attention to detail to ensure accuracy and compliance in claim reviews.
- Ability to collaborate with cross-functional teams and external stakeholders to achieve claim objectives.
- Strong organizational skills to manage multiple priorities and meet deadlines independently or within a team.

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 **March 11, 2026**. Place in the subject "Claims Officer"

RF&G LIFE INSURANCE COMPANY LTD.

*Gordon House*

One Coney Drive | P.O. Box 1762 | Belize City, Belize  
Ph#: 501-221-5143 • Fax#: 501-223-7345 • [www.rfglife.com](http://www.rfglife.com)

 A Roe Group Company