
COLFIRE

CAREERS AT COLFIRE

COLFIRE
COVERS

Primary Function of Insurance

The function of insurance is to protect an individual from possible loss. The risk of misfortune is transferred from the purchaser of the insurance to the insurance company. This provides peace of mind to the insured as a potential large risk is exchanged for a small premium.

Employment Areas

COLFIRE

- Administration
- Audit
- Claims
- Clerical
- Human Resources
- Facilities Management
- Finance
- Information Technology
- Marketing
- Underwriting
- Corporate Services

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Administration

COLFIRE

- Executive Assistant Operations
- Personal Assistant to the Chairman
- Personal Assistant to the Managing Director
- Executive Administrative Assistant
- Courier
- Hospitality Assistant

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COVERS**

Executive Assistant Operations

Job Description

- To be a resource person and interventionist, functioning on a cross-functional basis, providing solutions and putting closure to projects and other activities.

Personal Assistant to the Chairman

Job Description

- To perform any administrative and secretarial duties while professionally and effectively supporting the Executive Chairman.

Personal Assistant to the Managing Director

Job Description

- To perform any administrative and secretarial duties while professionally and effectively supporting the Managing Director.

Executive Administrative Assistant

Job Description

- To perform general administrative duties while professionally and effectively supporting the Executive Chairman, Managing Director and Corporate Secretary.

Courier

Job Description

- To professionally and effectively support the Administration Team with driving and courier services

Hospitality Assistant

Job Description

- To professionally and effectively support the Administration Team with hospitality services.

Audit

COLFIRE

- Underwriter – Internal Audit
- Internal Audit Assistant
- Internal Audit Officer

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Underwriter-Internal Audit

Job Description

- To assist in ensuring compliance with technical, operational and corporate governance guidelines for the COLFIRE Group, and the Underwriting Team in particular, and the development of proper internal procedures for the company.

Internal Audit Assistant

Job Description

- To assist in ensuring compliance with technical, operational and corporate governance guidelines for the COLFIRE Group and the development of proper internal procedures for the company.

Internal Audit Officer

Job Description

- To ensure compliance with technical, operational and corporate governance guidelines for the COLFIRE Group and spearhead the development of proper internal procedures for the company.

Claims

COLFIRE

- Claims Engineer
- Claims Inspector
- Claims Technician
- Claims Administrator
- Executive Secretary/Administrative Assistant
- Claims Restoration Specialist

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Claims

COLFIRE

- Records Management Co-ordinator
- Records Management Assistant
- Claims Recoveries Specialist
- Claims Recoveries Co-ordinator
- Claims Recoveries Assistant

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COVERS**

Claims Engineer

Job Description

- To co-ordinate, lead and manage the Inspectors of the Claims Team and provide direction and advice to staff with regard to the accurate settlement of claims.

Claims Inspector

Job Description

- To survey, inspect and adjust claims made on the Company through contracts of insurance and realistically value claims and arrive at settlements acceptable to the client, third party and the Company.

Claims Technician

Job Description

- To survey and adjust claims, research and resolve claimant's inquiries, aid in settlement negotiation and serve as a Customer Service Representative.

Claims Administrator

Job Description

- The Claims Administrator will be required to assist the Manager with any administrative duties and also liaise with repairers to ensure that payments are processed in a timely manner.

Executive Secretary/Administrative Assistant

Job Description

- The Executive Secretary/Administrative Assistant will be required to perform general administrative duties.

Claims Restoration Specialist

Job Description

- To review the reports of external adjusters, review reports for & from the branch offices, sign for orders and approve invoices from repairers.

Records Management Assistant - Claims

Job Description

- To assist in the retrieval, replacement and updating of all claims files as requested, maintaining an orderly filing system for the customer files in the Claims Team and ensuring that the filing system is kept up to date.

Records Management Co-ordinator

Job Description

- To lead and manage all records management and clerical activities within the Claims Department including the retrieval, replacement and updating of all claims files and the maintenance of an orderly filing system.

Claims Recoveries Specialist

Job Description

- To to process claims recoveries for all classes of insurance, handle all correspondence and maintain accurate records on recovery/subrogation matters and train Claims Recoveries Assistants.

Claims Recoveries Co-ordinator

Job Description

- To coordinate activities within the Claims Recoveries Team, process claims recoveries for all classes of insurance and build and maintain business relationships with market players in order to assist in the effective recovery process.

Claims Recoveries Assistant

Job Description

- To process claims recoveries for all classes of insurance, handle all correspondence and maintain accurate records on recovery/subrogation matters, negotiate settlement/payments of outstanding recoveries with other insurance companies.

Clerical

COLFIRE

- Records Management Assistant
- Receptionist
- Clerical Assistant
- Telephone Operator
- Clerical Co-ordinator

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Records Management Assistant

Job Description

- To retrieve and replace all files requested by any Manager or Team, maintain the filing system, policy files and filing room and assist with any general office administration when required.

Receptionist

Job Description

- To greet, receive and direct all clients and/or business affiliates in a timely manner, process and dispatch the Company's incoming correspondence efficiently and confidentially to various teams.

Clerical Assistant

Job Description

- To process correspondence and provide administrative, and clerical support to the Underwriting Team, and perform other general administrative duties.

Telephone Operator

Job Description

- To answer and direct all calls placed to the company expeditiously and professionally.

Clerical Co-ordinator

Job Description

- To co-ordinate activities within the Clerical Team, process correspondence and provide administrative, and clerical support to the Underwriting Team.

Finance

COLFIRE

- Finance Officer
- Finance Assistant
- Clerical Co-ordinator
- Clerical Assistant
- Trainee Finance Assistant
- Assistant Finance Manager/Specialty Lines Underwriter
- Senior Finance Officer

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Finance Officer

Job Description

- To assist in the Management of Accounts Receivables, General Insurance Revenue Accounting, Treasury Management, and any other General Accounting and Financial duties.

Finance Assistant

Job Description

- To assist in the Management of Accounts Receivables, General Insurance Revenue Accounting, Treasury Management, and any other General Accounting and Financial duties.

Trainee Finance Assistant

Job Description

- To provide administrative support to various units within the Finance Team.

Assistant Finance Manager/Specialty Lines Underwriter

Job Description

- To assist in the Management of Accounts Receivables, General Insurance Revenue Accounting, Treasury Management, and any other General Accounting and Financial duties.

Senior Finance Officer

Job Description

- To assist in the Management of Accounts Receivables, General Insurance Revenue Accounting, Treasury Management, and any other General Accounting and Financial duties.

Information Technology

- Database Administrator
- Network Administrator
- Programmer/Developer
- Service Desk Administrator
- Clerical Assistant
- Administrative Assistant

Database Administrator

Job Description

- To architect, implement and support, current and future Web based development projects, and work with and mentor the internal resource and assist with application support where required.

Network Administrator

Job Description

- To administer the overall performance of the network, provide support and training to users, ensure COLFIRE's Information Technology resources and facilitate and support Customer Service.

Programmer/Developer

Job Description

- To architect, implement and support current and future Web based development projects. The applicant is also required to work with and mentor the internal resource and assist with application support where required.

Service Desk Administrator

Job Description

- To ensure that the Information Systems Team responds to all clients and business affiliates of COLFIRE in an efficient and effective manner, provide administrative support to the Information Systems Team and provide Service Desk support on IT related issues raised by Management and Staff.

Administrative Assistant

Job Description

- To provide general administrative and clerical support to the Information Systems Team and assist the team with the coordination of any Company activity or function as required.

Corporate Services

COLFIRE

- Paralegal
- Executive Administrative Assistant
- Legal Assistant
- Legal Claims Administrator
- Underwriting Compliance Officer
- Legal Officer
- Assistant Compliance Officer
- Legal Clerical Assistant

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Paralegal

Job Description

- To conduct research on motor liability and quantum and assist in the drafting and renewing of simple agreements, promissory notes and correspondence of a legal nature.

Legal Assistant

Job Description

- To provide legal & general administrative support to the Corporate Services Team and assist with the performance of various tasks

Legal Claims Administrator

Job Description

- To process correspondence and co-ordinate activities within the Corporate Services Team and to perform general administrative duties.

Underwriting Compliance Officer

Job Description

- To assist in the reporting role to the Central Bank of Trinidad and Tobago, the Board of Directors and the Core Management Team.

Legal Officer

Job Description

- To review General Insurance Policy wordings and liability, prepare agreements on behalf of the Company, evaluate legislation which affects the Company's operations, prepare briefs to Instructing Attorneys and Counsel, and assess and respond to correspondence from Attorney's.

Assistant Compliance Officer

Job Description

- To assist the Compliance Officer in overseeing the Corporate Compliance Program, review and evaluate compliance issues and concerns within the organization, ensure that all levels of the company are in compliance with the rules and regulations of regulatory agencies, the laws of Trinidad and Tobago, and the company's policies and procedures.

Marketing

COLFIRE

- Marketing Officer
- Marketing Assistant
- Trainee Marketing Assistant

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COVERS**

Marketing Officer

Job Description

- To develop COLFIRE and its' products from Marketing, Public Relations and Advertising standpoints, conduct market research and analysis and report thereon, and liaise with advertising intermediaries and media.

Marketing Assistant

Job Description

- To assist in the development of COLFIRE and its' products from Marketing, Public Relations and Advertising standpoints, conduct market research and analysis and report thereon, and liaise with advertising intermediaries and media.

Trainee Marketing Assistant

Job Description

- To assist in the development of COLFIRE and its' products from Marketing, Public Relations and Advertising standpoints, conduct market research and analysis and report thereon, and liaise with advertising intermediaries and media.

Underwriting & Reinsurance

- Underwriter
- Reinsurance Assistant
- Trainee Underwriting Assistant
- Administrative Assistant

Underwriter

Job Description

- To assess and accept risks pertaining to all General Insurance products and services marketed by COLFIRE, analyze data/market activities, recognize trends and make recommendations on strategies and products.

Reinsurance Assistant

Job Description

- To provide reinsurance placements for all transactions excluding motor business, accurately cede all property risks according to our underwriting guidelines and treaty limits and allocate reinsurance placements for each Fire, Commercial and Homeowners policy in effect.

Trainee Underwriting Assistant

Job Description

- To assess and accept risks pertaining to all General Insurance products and services marketed by COLFIRE, analyze data/market activities, recognize trends and make recommendations on strategies and products.

Human Resources

COLFIRE

- Human Resources Officer
- Administrative Assistant
- Trainee Human Resources Assistant
- Clerical Assistant

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Human Resources Officer

Job Description

- To assist all Managers and Officers of COLFIRE with executing effectively their duties with regard to Human Resources and Industrial Relations matters, assist the Human Resources Manager with the development and effective management of the company's Human Resources Program and Policies.

Trainee Human Resources Assistant

Job Description

- The Trainee Human Resources Assistant will be required to do the data collection, collation and population and updating with respect to the instillation of the Human Resources Information System (HRIS), and prepare and manage metrics and other statistical reports for all areas in Human Resources.

Colonial Fire and General Insurance Company Limited

The logo for COLFIRE, featuring the word "COLFIRE" in a bold, orange, sans-serif font.

- Head Office
 - Corner Duke and Abercromby Street, Port of Spain
 - Tel: 623-2201/2/3/5

- Chaguanas Branch Office
 - #50 Mulchan Seuchan Road, Chaguanas
 - Tel: 672-3360

- Cross Crossing Branch Office
 - Room 315, First Floor, Cross Crossing Shopping Plaza, San Fernando
 - Tel: 652-1352/3857

- Trincity Branch Office
 - Level 2, Trincity Mall, Trincity
 - Tel: 640-1959/5088/6459

- Tobago Branch Office
 - Corner Northside Road and Claude Noel Highway
 - Tel: 635-1605/1613

The logo for COLFIRE COVERS, featuring the words "COLFIRE" and "COVERS" stacked vertically in a bold, orange, sans-serif font.