

**TEMPORARY POSITION:  
ADMINISTRATIVE SUPPORT STAFF**

(Technical Department of General Insurance Association of Singapore)

**1. Your Roles & Responsibilities**

Organizational and Administration Support

- Prepare and organise Barometer of Liability Agreement (BOLA) Adjudication session materials
- Process Authorised Reporting Centre (ARC) Agreements received
- Act as a liaison officer with stakeholders such as members and ARCs
- Undertake administrative tasks, ensuring the rest of the staff has adequate support to work efficiently.

**2. The Ideal Candidate**

- Must be a good administrator and organiser
- Have good written and verbal communication skills
- Meticulous and resourceful

**3. Minimum Qualifications**

- Motor insurance claims practical experience and knowledge is an advantage
- Knowledge of Microsoft Office and document management systems (such as Adobe Acrobat etc)

**4. Administrative Information**

Duration of Contract: 3 – 6 months

Salary Range: \$1,200 - \$1,500 per month

Location: Central Business District, Singapore

**Interested applicants, please send your CV and/or resume to [hr@gia.org.sg](mailto:hr@gia.org.sg).**

Your personal data will be treated with strictest confidence and will be used solely for the purpose of this job search. We regret that only shortlisted candidates will be notified.

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## **About the General Insurance Association of Singapore**

Established in 1966, the General Insurance Association of Singapore (GIA) is the general insurance industry's trade association whose membership comprises 37 Ordinary Members licensed by the Monetary Authority of Singapore (MAS) to transact general insurance business in Singapore.

As a Trade Association, GIA works to make all aspects of insurance easier and more effective for consumers, agents and insurance companies in Singapore. It helps identify emerging trends and responds to issues affecting the General Insurance industry and seeks to promote the overall growth and development of the sector in Singapore.

## **About the Barometer of Liability Agreement (BOLA)**

Market Agreement signed between GIA and its members for the adoption and application by the general insurance industry of a barometer of liability. The BOLA provides a guide to assist insurers to determine the contribution of fault in various common accident scenarios.

The BOLA Adjudication Sessions falls under the Dispute Resolution Mechanism (DRM) which is an extension of the BOLA to resolve disputes between involved parties under the BOLA.

## **About Approved Reporting Centres (ARCs)**

'Approved Reporting Centre' or 'ARC' are appointed by Insurers as their designated centres for motor accident reporting by their insureds and insured drivers.