



Job Opportunities

Helping the world get where it needs to be.

IRU is the global industry association for road transport, driving the sustainable mobility of people and goods across the planet.

Our rapidly evolving and dynamic organisation in Geneva is looking for a

Files manager – Insurance

JOB SUMMARY:

The Files Manager is responsible for performing administrative tasks and support functions of the Insurance Division and for maintaining relationships with insurers of the TIR system and with relevant TIR Associations.

RESPONSIBILITIES:

- Check and update the various TIR Clause 31/32 insurance and reinsurance policies;
- Provide support to the Insurance team in negotiations of TIR Clause 31/32 insurance and reinsurance conditions and premium rates;
- Assist national Clause 31/32 insurers and international broker in the issues related to the management of TIR Clause 31/32 insurance and reinsurance policies, payment of premiums, claims or recoveries;
- Request assistance of TIR associations in case of difficulties or other problems encountered with the national Clause 31/32 insurer;
- Provide required support to TIR related projects as regards insurance matters;
- Assist Insurance and IT teams in automation of various insurance reports, implementation of TIR Clause 31/32 insurance database;
- Update IRU internal application TIRSide with information regarding the recoveries obtained from TIR carnet holders. Liaise with the International insurance broker to get the most up-to date information;
- Monitor the reimbursement of fees and court costs by Clause 31/32 insurers and their repayment to global TIR insurers, including preparation of payment orders (POs) and update of information in TIRSide;
- Update the statistics for the insurers of TIR guarantee chain established by Insurance Division;
- Under the Head of TIR Insurance Division, propose to the TIR Management any areas for improvement and notify of any issues that need to be addressed;

QUALIFICATIONS:

- Diploma in Logistics and Transport (Road Transport) Management;
- 1 to 2 years' experience in insurance with a prior exposure to the road transport industry;
- Good knowledge of the TIR Convention, a previous experience in the TIR system is a plus;
- Fluent in English, Russian and French;
- At ease with IT, comfortable with figures, autonomous, meticulous and disciplined;