



*Drive Assist UK Ltd is one of the most successful Uninsured Loss Recovery companies in Britain.*

Due to our ongoing expansion, we have exciting opportunities at our Ventura and Fazeley offices in Tamworth for ambitious individuals.

## ***New Claims Department***

*Fazeley*

The New Claims Department has Call Centre vacancies for motivated individuals who can deliver high levels of customer service whilst working within a busy environment. You will need to be confident, articulate, customer sensitive, and possess reasonable keyboard skills. Previous call centre experience would be beneficial but is not essential, as full training will be provided. We will train you to be a decision maker, taking all types of calls to provide a first class service to all our customers.

*To cover full time hours:*

*Monday - Friday 8:00 am - 8:00 pm*

*(Mon - Fri Flexible start/end time and Saturday rota)*

*Saturday 8:00 am - 5:00 pm*

*Sunday 10:00 am - 4:00 pm*

## ***Technical Claims Department***

*Ventura*

The Technical Claims Department has vacancies in the following roles, and are looking to recruit highly motivated team players who have excellent telephone, keyboard and communication skills, and who enjoy working in a busy environment for which they will be suitably rewarded.

- Administrative Support*
- Invoicing Clerks*
- Motor Claims Handlers (previous claims experience is not essential)*

The successful applicant will be self-motivated, able to learn quickly and work at a fast pace whilst paying attention to quality and detail. If necessary full training will be provided.

*Core Hours: 9:00 am – 5:30 pm, Flexible Start/End Time Possible*

## ***Customer Services Department***

*Fazeley*

The Customer Services Department has vacancies in the Call Centre for confident, understanding individuals to take inbound calls from Drive Assist business partners and clients. You will be dealing with a selection of inbound calls from the insurance sector, accident repair centres, solicitors and third party representatives. You will be arranging, providing advice, and support for clients on all aspects of their motor claim.

*We are available to our Clients from 8:00 am to Midnight 7 days a week and require Full and Part Time Staff for days, evenings, and weekends to meet the needs of this Department.*

Please email your CV with a covering letter stating which job you are interested to:

*Simon Carlin, New Claims Manager*

*Simon.carlin@driveassist.co.uk*

*Drive Assist UK Ltd, Tamworth House, Ventura Park Road, Tamworth, Staffordshire, B78 3LY*

*Agencies need not apply*