

**Company  
Description**

With offices globally and head office based in London, Advanta Global Services is an independent provider of technical services, claims management and related solutions to the insurance industry. Our team is made up of highly specialised adjusters with extensive experience in dealing with major international claims through our network of regional offices. Our philosophy is to ensure the highest quality in each of the fields in which we offer our services, in order to maintain the trust of the international insurance and reinsurance industry.

**Information**

 Deadline: 2025-05-31  
 Category: Business  
 Province: Bizkaia

 Country: Basque Country  
 City: Bilbao

**Company**

Advanta Global Services

**Main functions, requisites & benefits****Main functions**

**Key Responsibilities:** Provides EA support to the group CEO. To support the CEO with business initiatives and provide project management support in the development of new business. To support the existing international office network, associate's operations and business agreements. To maintain regular connections with various contacts and confidently negotiate during new business/associate opportunities. To carry out specific projects, background research and present findings. To produce documents, brief papers, reports and presentations (internal and external). To involve in decision-making processes. To liaise with clients, suppliers and other staff. To arrange travel, visas and accommodation. To screen phone calls, inquiries and requests, and handle them when appropriate. To organise and maintain diaries and making appointments. To devise and maintain office systems, including data management and filing. Ad hoc projects as directed by the CEO.

**Requisites**

**Ideal Applicants will have/be:** Educated to Degree level with solid work experience ideally from the insurance / claims / loss adjusting industry or Professional Services as a minimum. Very high IT literacy; proficient in the use of Microsoft Excel/Word/PowerPoint/Outlook. Excellent organisational and communication skills. High attention to detail. Proven ability to work autonomously and on own initiative. Dynamic, self-motivated and pro-active with hands-on approach. Native-like proficiency in English and Spanish (spoken and written).

**Benefits**

**What you will receive in Return:** Competitive salary with annual review and discretionary bonus. Ongoing development and training. Growing business resulting in genuine future progression opportunities. Great employee benefits including health insurance following probation. Challenging, fast paced but rewarding and friendly environment to work in.