



Job Ref. No: JHIL173

Position: Data Entry Clerk Intern

Contract Duration: Three Months

Jubilee Insurance was established in August 1937 as the first locally incorporated insurance company based in Mombasa. Over the years, Jubilee Insurance has expanded its reach throughout the region, becoming the largest composite insurer in East Africa, offering Life, Pensions, General, and Medical Insurance. With a client base of over 1.9 million, Jubilee stands as the number one insurer in East Africa. We operate a network of offices in Kenya, Uganda, Tanzania, and Burundi, and we are the only ISO-certified insurance group listed on the three East African stock exchanges – The Nairobi Securities Exchange (NSE), Dar es Salaam Stock Exchange, and Uganda Securities Exchange. For more information, visit www.JubileeInsurance.com.

We currently have an exciting career opportunity for a **Data Entry Clerk Intern (5)** at Jubilee Health Insurance Limited. The position holders will report to the **Senior Claims Manager** and will be based at our Head Office in Nairobi.

Role Purpose

The role holder will play a key role in enhancing operational efficiency by supporting timely claims processing and provider reconciliation. This position offers valuable hands-on experience in medical insurance operations and exposure to significant initiatives which are integral to our broader digital transformation agenda.

Key Responsibilities

1. Accurately input and update claims and provider data in internal systems.
2. Assist in processing claims and provider account reconciliations.
3. Verify data accuracy and escalate any discrepancies for resolution.
4. Organize and digitize physical documents to support streamlined claims operations.
5. Work closely with team members to improve turnaround times and operational workflows.

Key Competencies and Skills:

1. High attention to detail and strong data accuracy skills.
2. Good communication and interpersonal skills.
3. Ability to multitask and manage priorities in a dynamic environment.
4. Strong organizational and problem-solving skills.
5. Proactive and eager to learn with a flexible mindset.

**Qualifications**

A Bachelor's degree or diploma in Health Records, Information Technology, Business Administration, or a related field.

What We Offer:

1. Hands-on experience in a leading medical insurance provider.
2. Involvement in real-time operational processes and improvements.
3. An opportunity to grow professionally in a supportive team environment.

If you are qualified and seeking an exciting new challenge, please apply via Recruitment@jubileekenya.com quoting the Job Reference Number and Position by 15th May 2025
Only shortlisted candidates will be contacted.