



ACCIDENT REPAIR MANAGEMENT LIMITED



#JOB-2412300



ARM LTD., An Lár, Bray, Co. Wicklow, A98  
K3K7



No of positions : 2



Paid Position



40 hours per week



To be Confirmed



16/09/2025



14/10/2025

## How to apply

### Application Method :

Please apply to the vacancy by the following means:

Email : carolanne.reidy@armassist.ie



Open your camera  
app & point here  
to view this ad  
online



## Claim Services Executive Wicklow

### Application Details

In order to work in Ireland a non-EEA National, unless they are exempted, must hold a valid employment permit. Please review the [Eligibility and requirements for an employment permit](#) if you are unsure of your eligibility to apply for this vacancy.

### Job Description

Accident Repair Management require enthusiastic customer service personnel to join our team in Bray Co Wicklow & Limerick. This role will require a proactive and customer focused approach to the management and processing of motor damage claim handling activities. Previous experience in a customer facing motor damage or customer service role is desirable however not essential.

Role – this role must be undertaken in compliance with regulatory rules and codes and will include the following.

You will take first notification of loss in a courteous and efficient manner ensuring accurate detail of all information is recorded.

You will display an understanding of the claims process in order to reduce claim costs and life cycle.

Ability to deliver excellence in customer service to claimants and their authorised representatives.

You will have strong organisational, problem solving and communications skills.

Ability to deal with customer complaints in a proactive and pragmatic manner.

PC literate

- **Sector:** financial and insurance activities

### Career Level

- Executive