



ACCIDENT REPAIR MANAGEMENT LIMITED



#JOB-2464836



ARM LTD., An Lár, Lower Dargle Road, Bray,

Co. Wicklow, A98 K3K7



No of positions : 1



Paid Position



40 hours per week



37600.00 Euro Annually



19/08/2026



16/09/2026

## How to apply

### Application Method :

Please apply to the vacancy by the following means:

Email : [carolanne.reidy@armassist.ie](mailto:carolanne.reidy@armassist.ie)



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## Claim Services Executive Motor Damage Claim Handler

### 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

Key Responsibilities - Claims Handling

- Manage first notification of loss, ensuring all details are recorded accurately
- Assess and process motor damage claims efficiently to support cost control and reduce claim life cycles
- Communicate clearly with claimants, repairers and authorised representatives
- Ensure all actions comply with regulatory rules, codes and company procedures Customer Service
- Deliver a high standard of service to claimants throughout the claims process
- Handle complaints proactively and professionally in line with regulatory expectations
- Maintain strong relationships with internal and external stakeholders

Administration and Support

- Maintain accurate records and documentation
- Use internal systems confidently (PC literacy essential)
- Support wider team objectives and contribute positively to company performance

Accident Repair Management require enthusiastic customer service personnel to join our team in Bray Co Wicklow . This role will require a proactive and customer focused approach to the management and processing of motor damage claim handling activities.

Potential candidates would ideally have CIP or QFA status, however APA is a minimum requirement.

Previous experience in a customer facing motor damage or customer service role is essential

- **Sector:** financial and insurance activities

### Career Level

- Executive

### Candidate Requirements

(Essential)

- **Minimum Experienced Required (Years):** 1
- **Minimum Qualification:** Level 7 (incl Diploma & Ordinary Bachelor Degree)
- **Additional Skills:**,
- **Specialising In:** a) qualification from job or; iii
- **Languages:** English C2-Master (Fluent)

(Desirable)

- **Ability Skills:** Administration, Communications, Customer Service, Financial
- **Competency Skills:** Teamwork, Time Management, Working on own Initiative