

## Front Office Agent (m/f/d)

### About InterEurope AG:

We are a claims management company specializing in international claims. We are based in Düsseldorf and have offices in 11 European countries. We are quality oriented and combine the agility of a medium-sized, owner-managed company with the professionalism of a renowned German insurance company.

We have achieved a leading position in Europe in our core business of handling international motor claims under the Green Card system and the 4th Motor Insurance Directive. Our dedicated and ambitious European team pursues the vision of being a "Trusted Leader in Claims and Consultancy" in claims services for insurance companies in Europe. Our employees value being part of a company culture based on collegiality, genuine personal and social support, shared success and personal development.

*For our location in Barcelona we are looking for a*

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#### Your tasks:

- Opening and managing of files on the first level
- Coverage management and updates
- Initial contact to claimants and clients to gather necessary information
- Providing telephone support
- General office management tasks, including scheduling, and preparing documentation for bookkeeping
- Managing and updating of databases

#### Your Qualifications:

- Proficiency in both Spanish and English (spoken and written)
- Strong knowledge of office software (Microsoft Office, MS Excel, etc.)
- Excellent communication and organizational skills
- Attention to details and ability to manage multiple tasks
- Ability to work with deadlines

#### Our Benefits:

- Appreciative and familiar working atmosphere
- Interesting development opportunities
- Flexible working hours and mobile working
- Workation: possibility to combine work and vacation

**Contact:**

If you have any further questions, please contact Dorota Trojacka at the e-mail address  
[Dorota.trojacka@intereuropeag.com](mailto:Dorota.trojacka@intereuropeag.com).

We are looking forward to your application!

Please send your complete application documents to [Dorota.trojacka@intereuropeag.com](mailto:Dorota.trojacka@intereuropeag.com).

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