

### **Practice Coordinator (London)**

This is an exciting opportunity to join a dynamic busy international consultancy based in Central London. We are recruiting for a Practice Coordinator.

The Consultancy Practice Coordinator within CWA plays a key role in the day to day functioning of the company and takes full responsibility for the efficient functioning of the practice front office.

In summary you will take responsibility for:

- providing an administrative and production service to the case handlers
- coordinating efficiently with the other members of the front office
- providing a general administrative support to the company
- maintaining the CWA archive and information retrieval system

Whilst this job profile provides a fairly comprehensive outline of what is expected of the practice coordinator, it should be appreciated that CWA is a small specialist company and all staff are, therefore, required to carry out tasks outside of their job profiles from time to time.

### **Job Requirements**

The successful candidate will have

- solid administrative and/or office management experience
- computer literate and comfortable working within a highly computerised office environment
- as a minimum requirement knowledge of the Microsoft Windows environment, particularly Microsoft Word, Excel and PowerPoint

The successful candidate will have a good eye for detail and must be conscientious, as well as

- Be professional in all aspects of work
- Have good interpersonal skills
- Be able to take initiative
- Possess organisational and administrative skills
- Be able to work under pressure
- Be flexible
- Have the legal right to work in the UK

The full job profile is available on our website.

Selected applicants will undertake a remote aptitude test prior to being considered for interview. If interested, please apply including detailed cover letter and CV, current remuneration package and details of any notice period / availability by email ([vacancies@cwa.international](mailto:vacancies@cwa.international)).

### **Company Profile**

CWA International Ltd. which was formed in 1980 is a yet well established international consultancy. The company specialises in meeting the specific requirements of the marine and energy insurance sectors. The Practice deals with a large number of cases concurrently which makes it a very busy work environment. Multi-disciplinary teams are established around each case and are managed by our Directors. These teams are drawn from our extensive network of external consultants.

CWA is committed to providing an excellent standard of service to its clients. CWA seeks to employ a Practice Coordinator who will work with the rest of the staff to continue to achieve and maintain this high standard.