



Claims Administrative Support

By joining the Team at **HOWARD MUTUAL INSURANCE COMPANY** your career is headed in the right direction! We are currently recruiting a new member to our **Claims Support Team**. Reporting to the Claims Manager, this position will provide a full range of administrative support services to the claims department. Ideally this position will be a stepping stone to launch your career with Howard Mutual allowing for other career opportunities within our organization as you learn more about the claims process and the business of insurance.

Responsibilities:

- Provide required support that includes database administration, spreadsheets, word processing and claims file set-ups
- Receive new claim reports and assign to the appropriate individual
- Process payments for claim and issue claims handling cheques
- Organize and maintain closed claim files
- Provide a full range of administrative support services which will include dealing with incoming documentation and communications with external clients and agents
- Confidentially and appropriately collect and disseminate information, ensuring that sensitive, proprietary and confidential information is released only to those authorized.

The ideal candidate will also possess:

- Completion of the Business Insurance Program from a Community College is preferred
- Preference will also be given to applicants that have completed or are in progress of CIP designation through the Insurance Institute.
- Proven ability to consistently demonstrate high attention to detail and accuracy
- Exceptional oral and written communication skills with internal and external associates
- A positive attitude and ability to work well within the team
- Required to have exceptional customer service skills, understanding how to communicate with policyholders who are in the midst of a stressful loss situation and insurance claim
- Demonstrated ability to manage multiple tasks in a busy environment and be able to prioritize.

HOWARD MUTUAL INSURANCE COMPANY is a well-established local mutual insurance company located in Ridgetown, Ontario offering a rewarding and team-oriented environment. We believe in giving back to our community, ongoing training and development opportunities, as well as providing a competitive compensation program which includes a comprehensive benefit and pension package.

Qualified applicants should apply in confidence to Human Resources by **Friday May 25, 2018** via email: hr@howardmutual.com.

We thank all applicants for their interest and wish to advise that only those candidates selected for an interview will be contacted. Appropriate accommodations will be provided upon request throughout the hiring process as required under the Accessibility for Ontarians with Disabilities Act (AODA).