

## Claims Service Assistant

DATE:	February 3, 2012
SALARY:	2224/2780/3335
JOB DESCRIPTION:	Handles all clerical duties and provides support to the Adjusters and Specialists. Coordinates meetings, travel arrangements and department calendar.
TYPICAL WORK CONDITIONS:	Office-Home office.
EQUIPMENT USED:	PC, fax, telephone, typewriter, printers, calculator, copier.
KNOWLEDGE/TRAINING:	Experience with PC software and ability to type a minimum of 30 wpm. Ability to produce a typed document from a rough draft, experience with email and internet functions.
ESSENTIAL TASKS:	Handles specific and general assignments from manager and others within the department. Provides support to the Adjusters and Specialists and all clerical duties for the department.

**Submit application by February 13, 2012.**