

Claims Assistant

Prime Insurance Company is seeking a driven, experienced team player who possess exceptional professionalism, good time management and organizational skills for its fast-paced claims department.

Essential Duties & Responsibilities

- Processing incoming calls; including intake, assessment, reporting and processing of new claims.
- Conduct research including obtaining police reports, docket search, medical history and news articles.
- Create and maintain reports as needed for adjusters, insured's and third-party vendors as requested.
- Process medical and PIP payments according to state regulations.
- Processes vendor payments requests and sending payments.
- Daily administrative and clerical support to several adjusters including filing, scanning, letter writing and telephone support.
- Medicare research and reporting.
- Other duties as needed.

Education Requirements

- Some college desired but not required.

Required Experience

- 3 + years of administrative, insurance experience or educational equivalent.
- Typing 45+ WPM.
- Proficient in the use of MS Office, Word, Excel and Internet Explorer.
- Must have good communications skills, both verbally and in written formats.

Preferred Experience

- Spanish language fluency is a plus

Benefits include

- A robust benefit plan that far exceeds the standard plans found in many other companies.
- 401(k) plan with company match.
- Employee compensation (including bonuses) designed to reward skill, effort and encourage growth.
- Open door executive management policy that allows employees access to top management and mentorship.
- Ongoing internal training and development of skills – we prefer to promote our next generation of leaders from within.

Please send resumes to hr@primeis.com