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| **Business Unit** | ClaimsPro |
| **Region** | Central |
| **Location** | Fort Francis |
| **Province** | Manitoba [MB] |
| **Position Title/Titre du poste** | Administrative Assistant - Fort Francis |
| **Job ID/ID Travail** | 2233 |
| **Role Summary** | The key focus of the position is to provide effective and efficient administrative support within a fast paced environment. The position duties include typing reports and statements, collating reports, claim set up, computer work on our internal software program and MS Office, file coordination and filing, reception relief duties and may also provide other administrative and clerical support to various branch staff. Other duties as required. |
| **Competencies required to succeed** | ♣ Professional demeanor and strong customer service & interpersonal skills ♣ Excellent organizational skills / ability to prioritize  ♣ Strong verbal and written communication  ♣ Demonstrated attention to detail ♣ Action oriented and ability to take initiative  ♣ Able to work in fast paced, evolving environment with minimal supervision |
| **Responsibilities** | ♣ Typing reports and statements ♣ Claim set up ♣ Collation of claims files and reports ♣ Document control: maintain client files, photocopy and distribute documents, scan claim mail and faxes, attach to online claims files and put hard copy to file. Prepare files for closing. ♣ Handling billings for claims ♣ Reception relief: answer phones and forward calls in a timely, professional and efficient manner ♣ Opening new client claims and set up in the system ♣ Transcribes data from source documents following generally standardized procedures using coding skills and some judgment, for review by the adjuster ♣ Claim file management – filing and pulling information ♣ Administrative support to the Office Supervisor as needed ♣ Other duties as assigned |
| **Education, knowledge and experience required** | ♣ Grade twelve diploma ♣ A post secondary diploma in Office Administration will be an asset. ♣ Previous experience within the insurance industry will be given preference. ♣ Minimum 2 - 5 years experience in an administrative support role is required ♣ Previously demonstrated ability to execute high attention to detail ♣ Demonstrated ability to manage changing priorities and proven organizational skills ♣ Demonstrated behaviors showing initiative behaviors and follow-up skills ♣ Demonstrated ability to maintain a high level of confidentiality ♣ Demonstrated professionalism and work ethic ♣ Proven ability to contribute to and work well within a team environment ♣ Intermediate typing and experience with Word, Excel & Outlook skills are required ♣ All other computer applications – must have the aptitude and ability to learn as required |
| **How to Apply** | Please visit <http://scm.ca/careers.asp> |