**Claims Assistant I**

The North Carolina League of Municipalities (NCLM) is seeking a motivated customer service focused Claims Assistant I for a full-time job opportunity in Downtown Raleigh! NCLM is a service and advocacy organization representing nearly every city and town in North Carolina.

**Claims Assistant I job duties include:**

♣ Setting up and processing new claims submitted by member cities and towns.

♣ Keying data; answering phone and email inquiries; process incoming faxes, incoming and outgoing mail; copying and printing file material.

♣ Utilizing various electronic data processing systems to validate status of claims, update systems, generate various types of correspondence, etc.

♣ Handle limited release of information requests by providing copies of documents for the claims file.

♣ Performs administrative duties in support of the team and other duties assigned.

**Minimum Qualifications:**

Applicants must have one to three years’ experience working with workers compensation and/or property & casualty claims. The selected candidate must be team oriented and have a desire to obtain claims adjuster license. Bachelor’s degree and/or claims adjuster license is preferred. Candidates who do not hold an adjuster’s license must obtain adjuster license within 6 months of hire date.

**Skills/Certifications/License:**

Selected candidate must have great customer service and communication skills. Also, candidates must have experience involving use of computer equipment or any combination of training and experience which provides the required knowledge, skills, and abilities. Valid NC Driver License.

**Benefits:**

NCLM offers a robust benefits package to include generous paid time off, paid parking, onsite fitness center, tuition assistance and participation in the NC LGERS retirement system and so much more!

**To apply, please submit resume and cover letter to** **hr@nclm.org****. Or apply directly on company site:** [Recruitment (adp.com)](https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=fa34ae65-2c4a-4956-8740-36f22f6dcf4b&ccId=19000101_000001&jobId=408078&source=CC2&lang=en_US) NCLM is an equal opportunity employer. Apply Today!