



Claims Support Representative, 1 Year Contract

Do you have passion for providing exceptional customer service and going the extra mile to show how much you care? Are you an expert communicator? Are looking for a rewarding and challenging career in the insurance industry?

For 126 years Ayr Farmers Mutual has protected our Policyholders from the tragedy and uncertainty of loss. As a member of our Claims Team you'll learn what this assurance means to our Policyholders.

In this new role you'll provide administrative support to our experienced team of claims professionals. Our claims team is hardworking, dedicated to helping our Policyholders and great to work with. This is an ideal environment for someone who appreciates a caring and supportive culture. This is also your opportunity to develop as a claims representative. The Claims Support Representative manages minor to moderate auto physical damage losses and provides help and support to our Policyholders and team.

RESPONSIBILITIES:

- **Claims intake by phone and occasionally in person**
- **Investigation, adjudication and settlement of auto physical damage insurance claims**
- **Mailing of claim related documents**
- **Processing cheques for claims payments**
- **Completes claims reporting for the department**
- **Manages automobile claims pending**
- **Claims statistical reporting**

SKILLS:

- **Post-Secondary education or equivalent related experience**
- **Must be willing to provide exceptional customer service by phone and in person**
- **Strong organization and time management**
- **Calm demeanor under pressure**
- **High attention to detail**

INTERESTED IN APPLYING?

Please send your resume and cover letter to: careers@ayrmutual.com

