



Come work with the company voted one of Maine's Best Places to Work six times!

Casualty Claims Assistant Manager
Presque Isle, Maine

Join a team that is committed to ensuring that our employees feel empowered, valued, and have opportunities for career growth and advancement. A positive work environment, competitive salaries, and an attractive benefits package explain why so many qualified professionals choose MMG Insurance.

Responsibilities (not limited to):

- Assists in managing employees whose job duties are adjusting and processing insurance claims for payment.
- Serves as a resource to other departments within the company.
- Assists the manager with workflow design and management, as well as assist with special projects.
- Assists the manager in creating and setting a direction for the department by collaborating with the manager to develop new ideas and concepts, and by promoting company culture and philosophy.
- Assists the manager in analyzing and organizing department operations and procedures to maximize work flow efficiencies and create controls to assure guidelines and standards are met.
- Assists the manager with revising procedures and devising new ways to improve controls and work flow efficiency.

Qualifications:

- Bachelor's degree and 8-10 years of related experience and/or training; or equivalent combination of training and experience.
- Demonstrates excellent verbal and written communication skills.
- Solid time management and organizational skills.
- Results driven and self-motivated.
- Above average interpersonal skills.
- Demonstrates ability to multi-task effectively and efficiently.

Benefits offered by MMG:

MMG offers competitive benefits including options and choices to fit your needs such as medical, dental, life insurance, employee profit-sharing, disability income protection, 401k plan, paid time off, and education financial assistance.

About MMG:

Established in 1897, MMG has a rich history of providing peace of mind to our customers. We are headquartered in Presque Isle, Maine with operations in Maine, Vermont, New Hampshire, Pennsylvania and Virginia. A firm commitment to our employees and community along with outstanding customer service is our hallmark.

Please mail cover letter and current resume to:
HUMAN RESOURCES, ATTN: Recruiting, MMG Insurance Company
POB 729, Presque Isle, Maine 04769
Or email to human.resources@mmgins.com
Visit us at www.mmgins.com
or find us on Facebook at www.facebook.com/mmginsurance

