



Work for a company that appreciates you!



## **Assistant Manager –Property Claims 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 include (not limited to):**

Overseeing the External Property Claims division- approving time off, reviewing audits, first point of contact for external staff. Trains external staff including traveling to large losses as a development tool. Provide coaching sessions and evaluations.

Oversees the Preferred Vendor Program and increasing growth for the program.

Assisting 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.

### **Qualifications:**

- Bachelor's degree and 8-10 years of related experience and/or training; or equivalent combination of training and experience. Prior management experience as well as at least 8-10 years of property field adjusting experience.

- Possesses, or acquires, within a reasonable period of time as established by the Company, the required adjuster's license(s) for the states in which the Company does business. Must have the Maine, New Hampshire and Vermont adjuster's licenses at time of employment.

The Company may expect the employee to acquire the Associate in Insurance Claims (AIC) designation sponsored by the Insurance Institute of America.

- **Applicants must have a background in handling external claims of large value.**

- **Selected candidate must be located at the home office in Presque Isle within 6 months of accepted offer.**

### **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](mailto:human.resources@mmgins.com)

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