



EXAMINER ASSISTANT

Presque Isle, ME

MMG Insurance is looking for a motivated professional to begin a career in the Casualty Claims Department as an Examiner Assistant. As an Examiner Assistant you will be responsible for performing clerical functions related to claim file set-up and obtaining pertinent evidence to support claims. This position requires the ability to multi-task effectively and attention to detail while offering competitive compensation and benefits. We reflect a supportive culture that appreciates excellent performance in a fast paced environment. This is YOUR chance to directly influence the path of a growing P&C Insurance carrier. If you are looking for personal and professional growth with a stellar company – come take a closer look!

Responsibilities:

- Requests, in writing or verbally, and obtains various records and reports in connection with claims' investigations and evaluations.
- Indexes and drafts correspondence.
- Requests information from medical providers, attorneys and other vendors, as needed.

Here's some of what you will need to have in order to be successful:

- Associate's degree; or equivalent combination of education and experience.
- Prefer education and/or experience in paralegal work or medical records' transcription.
- Must possess good typing, keyboarding, word processing speed and accuracy.
- Possesses good interpersonal, relationship skills.
- Demonstrates an aptitude consistent with securing information, analyzing it and making good decisions affecting the position's area of responsibility.

Benefits offered by MMG:

Our employees are the heart of our business – that's why we offer a competitive total rewards package that includes 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.

Apply Online at:

www.mmgins.com Or email to human.resources@mmgins.com

