

Form Name: Katie School Alumni Opportunity  
Submission Time: January 26, 2022 1:48 pm  
Browser: Chrome 97.0.4692.99 / Windows  
IP Address: 73.207.181.227  
Unique ID: 917592421  
Location: 33.7585, -84.183

## Katie School Alumni Opportunity

<b>Company Name</b>	Questpro Consultants
<b>Contact Person</b>	Tandeka Nomvete
<b>Title of Contact</b>	Director of College Recruiting (QGrads)
<b>Email</b>	tnomvete@questpro.com
<b>Phone</b>	(305) 249-1282
<b>Company Website</b>	www.questpro.com/career-portal
<b>Indicate what opportunity is available</b>	Full-time
<b>Title of Available Position</b>	Claims Representative Trainee
<b>Opportunity Location</b>	Madison, WI 53718
<b>Salary/Wage Range</b>	\$36,000 - \$40,000
<b>Opportunity Start Date</b>	1/31/2022

## Description of Career Opportunity

### Snapshot:

Job Title: Claims Representative Trainee

Job Type: Full-time Position

Insurance Industry Sector: Reinsurance, Claims

Location: Madison, WI 53718 (This is an in-person opportunity)

Start Date: ASAP

Salary Range: \$36,000 - \$40,000

Benefits: Full suite of benefits offered (i.e. Health, Dental, Vision, 401k, PTO, etc.)

### Notes:

Our client offers great benefits and is seeking an up-and-coming young professional! This is a great opportunity for anyone seeking to launch a career within this industry! The company provides a variety of insurance solutions for mutual insurers and consumers. The Claims trainee program includes training in the Auto and Casualty coverage lines. Candidate must be locally based in Madison, WI. After training is completed, the company offers a variety of flexible work schedules and options for working remotely (hybrid schedule).

### Job Duties:

The Claims Representative handles Automobile claims such as vehicle damage from hail, hitting animals, and other accidents involving only the insured's vehicle. Handling claims includes:

Obtaining the facts of the claim and reviewing coverage.

Reviewing estimates, appraisals, police reports, medical bills, and other documents.

Timely, clear, and professional communication with customers, agents, and vendors.

Frequently making and receiving phone calls.

Working within your authority to timely and appropriately resolve claims

Working with the management team on claims that exceed your authority.

Using a variety of software to manage your work and document the claim file.

Active participation in a variety of team meetings and training.

Regular collaboration with teammates and the department.

---

**Preferred Skills**

Ideal Candidate Qualities:

Strong customer service focus.

Good verbal and written communication skills.

Comfortable with a fast pace and a high volume of phone calls.

Ability to multi-task, prioritize, and manage time efficiently.

Ability and willingness to learn and collaborate.

Education, work or volunteer experience reflecting these skills and attributes.

Insurance knowledge or experience is a plus, but no prior insurance knowledge or experience is required.

Bachelors or Associates degree (preferred)

---

**Please Specify How You Would Like Alumni to Apply**

Email your resume to: [tnomvete@questpro.com](mailto:tnomvete@questpro.com)

OR

Apply directly online:

<https://www.questpro.com/wp-content/plugins/bullhorn-oscp/#/jobs/18506>

---