



Farm Mutual Re
Collaborate. Empower. Succeed.

CLAIMS COORDINATOR (CONTRACT)

Join our Canadian reinsurance company and experience the passion it takes to empower and advance our mutual insurance community!

Are you looking to take the next step in your career? Are you a detail-oriented, self-starter with strong analytical and communication skills and a background in an insurance or an administrative environment? If you are enthusiastic about exploring a career as a Claims Coordinator, then this is the perfect role for you! Within this unique and exciting position, you will have the opportunity to join a culture that prides itself on being honest, transparent, believes in delivering on their promises and is committed to doing what is right.

This is an 18-month contract position. The role is hybrid with work being completed both remotely and in person.

THE ROLE:

Reporting to the Manager, Claims Operations, your focus is to provide overall support to our Claims department including but not limited to the review and processing of claim file information, compiling, and summarizing information, the development of various reports, participating in project work, creating PowerPoint presentations, and managing Excel based spreadsheets. The successful candidate will be a flexible, multitasker with the ability to participate in a variety of assignments within the Claims Department and other areas of the organization as required.

Key Responsibilities

- Inputting and maintaining data contained in software solutions utilized by the claims team.
- This role involves numerous duties connected to the Claims Analysts, Claims Managers, AVP Claims and the overall functioning of the Claims Department.
- Organizing and prioritizing incoming claim file correspondence, setting up and tracking incoming claims and compiling data to create reports for the department, management team and other business partners.
- Statistically tracking claims and addressing information received from Member Companies and Reinsurers.
- The role will involve researching data, analysis and reporting as well as participating in special projects and other duties as assigned.

YOUR SKILLS AND QUALIFICATIONS:

- Post-secondary education in office administration, business, or related field
- Strong organizational skills, detail-oriented and time management skills
- Strong competencies in oral and written communication



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- Ability to problem solve and analyze data
- Proven ability to actively participate within a team environment and work independently with minimal supervision
- Proficient mathematical abilities
- Proficient in using Microsoft Office Suite and other databases
- Previous employment within the insurance industry considered an asset but not required

WHO WE ARE AND WHAT WE OFFER:

Recognized as a Top 20 Employer for the Kitchener/Waterloo region and as one of Canada's Greenest Employers by the Canada's Top 100 Employers competition, Farm Mutual Re has been operating since 1959. Farm Mutual Re is a general reinsurer, sharing in the property, automobile, liability, and other risks originally accepted by insurance companies operating principally in Canada and the United States.

But we are more than a reinsurer! We build deep-rooted relationships that drive trust and success. Our relationships are the foundation that helps us empower and advance the mutual insurance community. We take pride in giving back to our community and the environment. We hold ourselves accountable for the promises we make to our members, employees, and business partners.

At Farm Mutual Re, we take our values to heart and put them into our work every day. Our office is in Cambridge, Ontario, off the 401, in a state-of-the-art, environmentally friendly building. We support a work from home environment that includes technology and home office furniture support. We focus on the wellness of our employees providing complimentary access to virtual and on-site fitness classes and one-on-one wellness coaching. Our culture is supportive of achieving a balanced, healthy, and family-oriented lifestyle. In addition to a great working environment, we invest in our employees continued professional development, offer a competitive salary, and more.

HOW TO APPLY:

Don't miss this opportunity to join our team. Visit our website and complete our [Employment Application](#). Please apply by **May 27, 2022**, with your resume and a cover letter.

In accordance with our company values, Farm Mutual Re is committed to creating an equitable, diverse, and inclusive work environment for all, regardless of race, colour, religion, gender, gender identity, sexual orientation, national origin, or age.

Farm Mutual Re is committed to providing accommodations and to achieving a barrier-free workplace for individuals with disabilities. Should you require an accommodation to participate in our recruitment process, we will support you by considering your individual accessibility needs.