



About Us

Since 1977, TransRe' vision has been to deliver the capacity and expertise necessary to contribute to the sustainable growth of prosperous communicates worldwide.

Our Mission

Our mission is to be the first- choice provider to reinsurance to our customers, based on:

Experience	the foundation of our long term, trust-based relationship is built on long tenured leadership in every line in every region.
Accessibility	our global network of local support for all property and casualty lines of business.
Strength	the cornerstone of our ability and willingness to pay claims.
Innovation	to track record of collaboration and service delivery to support your sustainable profitable growth.
Expertise	the basis of our timely, value-added insight and offerings.
+ Resilience	we exist to improve the resilience of communities worldwide, through our products, our people and our partnerships.

We have the following job opportunity in our **New York City** office:

Technical Claims Assistant

Description

As a member of the Claims Department, this individual will be responsible for the following:

- Performing various clerical functions associated with Reinsurance Claims
- Claims creation
- Sending acknowledgement letters to brokers
- Indexing of electronic mail
- Initial claim correspondence and all other clerical responsibilities

Requirements

- 2-5 years experience in claims processing in the insurance and/or reinsurance industry
- Strong verbal & written communication skills
- High School graduate (or GED)
- Computer literate
- Good organizational skills
- Self-starting quick learner that can handle multiple requests at a time

We support diversity in the workplace. We are an Equal Opportunity Employer.



Our Values

To achieve our Vision and Mission, we maintain a culture of the highest ethical standards. We treat our employees and customers fairly. We stand behind our products and services. We act with:

Integrity	work honestly, to enhance TransRe's reputation.
Respect	value all colleagues. Collaborate actively.
Performance	we reward excellence. Be accountable, manage risk and deliver TransRe's strengths.
Entrepreneurship	seize opportunities. Innovate for and with customers.
Customer Focus	anticipate their priorities. Exceed their expectations.

Interested in applying for this role? Email us your resume at careers@transre.com with the job title in the subject line.