About Us
Since 1977, TransRe's 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.

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