



## 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:

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

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

*Interested in applying for this role? Email us your resume at [careers@transre.com](mailto:careers@transre.com) with the job title in the subject line.*