



## **TransRe Claims Apprenticeship**

TransRe is excited to partner with the Borough of Manhattan Community College (BMCC) to offer an apprenticeship program beginning with the Fall 2022 Semester!

As part of this program, TransRe will sponsor tuition, fees, and books for the two-year Associate of Applied Science (A.A.S.) program in Business Management. Apprentices will work part time (three days per week) in TransRe's Claims department while attending school part time, taking specified classes during the fall, spring, and summer sessions with a focus on risk management and insurance. While in the program, apprentices will receive a salary and benefits. Upon successful graduation, apprentices will be hired into full-time roles at TransRe!

### **Job Description:**

The Apprentices will be able to gain hands on experience with our claims team as a Technical Claims Associate. Responsibilities will include, but not be limited to:

- Creating all new claims and completing the claim module fields
- Sending acknowledgement letters to brokers
- Indexing of electronic mail
- Opening mail and sorting by line of business/account to the assigned technical claims assistant
- Review sorted correspondences and identify the correct treaty/certificate or claim number and code the document
- Performing various clerical functions associated with Reinsurance Claims

### **Eligibility Requirements:**

- Must be enrolled in two-year Associate of Applied Science program in Business Management at BMCC
- Strong verbal & written communication skills
- Computer literate
- Good organizational skills

*Interested in applying for this role? Please visit our [Careers Page](#) to apply!*

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



## About Us

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

## Our Mission

Our mission is to be the first- choice provider of 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>	a 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>	existing to improve the resilience of communities worldwide, through our products, our people and our partnerships

## 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.

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