



Technical Claims Assistant

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

Description

As a member of the claims team, the Technical Claims Assistant provide support to our Claims Examiners. Responsibilities include, but are not 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

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

Work Schedule

TransRe is supportive of an agile work schedule, which may differ based on individual roles, your local office's practices and preferences marketplace trends, and TransRe's business objectives. This position is eligible for a hybrid work schedule with approximately 3 days in the office per week, with the remainder of the week remote.

Compensation

In addition to base salary, for this position, TransRe offers a comprehensive benefits package, paid time off, and incentive pay opportunity. The anticipated annual base salary range in New York for this position, exclusive of benefits, paid time off, and incentive pay opportunity is \$50,000 to \$75,000. This range is an estimate and the actual base salary offered for this position will be determined based on certain factors, including the applicant's specific skill set and level of experience.

This role is classified as non-exempt under the Fair Labor Standards Act (FLSA) and is eligible for overtime

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:

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	a 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	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:

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.

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