



## Associate Claims Service Representative

Our office located in Glastonbury, CT is seeking an enthusiastic claims customer service representative. The position involves handling personal lines insurance claims including auto, homeowners, marine and liability claims. Substantial customer contact via the telephone and correspondence is required. Responsibilities include working in an electronic claim file environment, taking claim telephone reports, investigating, negotiating and settling claims, and general clerical functions.

The position requires excellent interpersonal and communication skills, computer keyboard skills (35 wpm), and computer processing. Previous insurance background is a plus. Comprehensive training is provided. The selected candidate will be required to obtain an adjuster's license.

At Amica, we offer a competitive salary and a premium benefit package, which includes medical, dental and life as well as a generous pension and savings plan.

Qualified candidates should e-mail cover letter with salary requirements and resume to: [hartfordhr@amica.com](mailto:hartfordhr@amica.com) or fax to 860-659-3215. Mail address: Hartford HR, Amica Mutual Insurance Company, P.O. Box 3000, Glastonbury, CT 06033-6507.

No phone calls, please. Only those selected for further consideration will be contacted.

### Equal Opportunity Policy:

All qualified applicants who are authorized to work in the United States will receive consideration for employment without regard to race, religion, sex, color, national origin, age, disability or sexual orientation. The Age Discrimination in Employment Act prohibits discrimination on the basis of age with respect to individuals who are 40 or more years of age. Employees are subject to the provisions of the Worker's Compensation Act.

<sup>1</sup> A.M. Best Company. May 7, 2009.