



## Associate Claims Service Representative

As one of the nation's leading personal lines carriers, Amica is strong, stable, financially secure, and consistently rated #1 for personal service by our customers. We have over \$4 billion in assets, are rated A++ by A.M. Best, and employ over 3,000 people, countrywide.

Our office located in Frisco, TX 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 office functions. Employees will be required to obtain a state insurance license and meet continuing education requirements.

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.

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

Qualified candidates should send a cover letter with salary requirements and resume to: [djaynes@amica.com](mailto:djaynes@amica.com) or fax to 866-847-1569. Mail address: Ms. Jaynes, Amica Mutual Insurance Company, P.O. 3000, Frisco, TX 75034-3000.

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. February 5, 2010.