



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 Phoenix, AZ office is seeking an Associate Claims Service Representative. The position involves working in an electronic claim file environment, taking claim telephone reports, investigating and settling claims, and general clerical functions. Will handle personal lines insurance claims including auto, homeowners, marine and liability claims. There will be substantial customer contact via the telephone and correspondence.

The position requires excellent interpersonal and communication skills and computer keyboard skills (35 wpm) as well as letter writing and computer processing. Insurance customer service or claims experience is a plus. Comprehensive training is provided.

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 send a cover letter with salary requirements and resume to: mfunaro@amica.com. Mail Address: Mr. Funaro, Amica Mutual Insurance, 10835 North 25th Avenue, Suite 215, Phoenix, AZ 85029-3455.

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.

¹ A.M. Best Company. May 7, 2009.