

## **Team Assistant/Adjuster Trainee**

Our Sarasota TPA office is now posting a position for a Workers' Compensation Adjuster Trainee. Candidate must have computer and customer service experience, strong verbal/written skills, and be team-oriented. Florida Workers' Compensation Adjuster License required within 90 days.

### Duties:

- Assist adjusters and nurse case managers in processing of claims.
- Assist Claims Supervisor as needed.
- Arrange medical appointments for injured employees and issue appropriate appointment letters.
- Prepare, copy, and mail State required forms and letters.
- Copy files for appointments and forward to appropriate parties.
- Request medical records.
- Request police reports as requested.
- Convey positive attitude and team work for optimum provision of services to clients.
- Additional duties as deemed necessary and within the realm and scope of level of expertise.
- Obtain license and prepare for advancement in adjusting career.

### Qualifications:

- Bachelor's degree, or four or more years of equivalent work experience
- Strong organizational skills with demonstrated ability to work independently and deal effectively with multiple tasks simultaneously
- Excellent communication skills both verbal and written
- Great customer service skills
- Computer literacy, including MS Office, Word, Excel
- Must possess a Florida All-Lines or Workers Compensation license or obtain your license within 90 days of hire.

To apply, email your resume to Amanda Radcliffe, Claims Manager at [resume36@johnseastern.com](mailto:resume36@johnseastern.com).