



Job Opening ID
26681

Posting Title
Claim Service Assistant

of Positions
3

Job Type
Para-professional/Support

Location - City, State
Austin, TX

Full/Part Time
Full-Time

Shift
First

Weekends Required
Periodic

Why State Farm®?

Our commitment to customers makes us the No. 1 insurer of cars and homes in the United States and an insurance leader in Canada. This same commitment to our work force is how we got here and how we stay here. Our 90-year track record highlights State Farm as an employer of choice committed to providing career opportunities that last a lifetime. From diverse backgrounds and talent, to meaningful work and comprehensive benefits, "Like a good neighbor..." isn't just a slogan. It's who we are and how we do business.

What Are The Duties And Responsibilities Of This Position?

Provide assistance to claim handlers by performing a variety of support services (e.g., setting up claim files, filing correspondence, pulling files). Enter electronic claim information (e.g., subrogation, salvage information, and medical bill codes). Update and make corrections to claim files as directed by claim representatives. Receive and distribute incoming mail and processes outgoing mail. Perform receptionist and/or office switchboard duties as assigned. Operate a variety of office equipment, including computers, printers, copy machines, facsimile receiver/transmitter and mailing equipment.

What Knowledge And Skills Are Needed To Be Successful In This Position?

Customer service and organizational skills
Ability to multitask in a fast-paced environment
Ability to work in a team environment

Detail oriented
Verbal and written communication skills
Experience with Microsoft Office software

Additional Information

Bi-lingual/Spanish strongly preferred. Starting salary is \$22,125.00/annually.

Benefits: Total Rewards

- Medical
- Dental
- Vision
- Life and Disability Insurance
- 401(k) Plan w/Company Match
- Paid Time Off
- Tuition Reimbursement Program
- Onsite Credit Union
- Onsite Caffeteria
- Wellness Initiatives
- Comprehensive benefit details can be found on statefarm.com

Interested applicants should access www.statefarm.com/careers and submit their profile. After registering and creating your profile, apply to Job ID 26681.

*State Farm is continuously reevaluating its business needs, and there is a chance that positions could be affected in the future.