



Processor

For over 20 years, Federated National, a Property & Casualty insurance carrier and claims adjusting company has served communities and families by providing quality insurance and claims services, specializing in Homeowners Insurance, High Value Homes, Flood, Condo, General Liability Insurance and more.

Our team of experienced insurance professionals is dedicated to providing exceptional products and services. Our exceptional service model has earned us an "A+" rating with the Better Business Bureau and our strong leadership continues to be the key to our continued success.

If you aspire to be the face of a dynamic organization like Federated National and be a part of an exceptional team of professionals who believe in the highest level of Customer Service, with respect, compassion and genuine concern for our clients at the forefront of all we do. We welcome you to be a part of our team in achieving these goals.

If you wish to apply for this opportunity, please take a moment to review the responsibilities and requirements below for the position of **Processor** and submit your resume to HR-Recruit@FedNat.com .

Job Duties:

- Opening and reviewing incoming mail;
- Sorting and preparing mail for scanning;
- Scanning documents;
- Inputting documents into ImageRight system;
- Locating information in the computer system;
- Perform any other duties that may be assigned.

Knowledge:

- Principles and processes for providing customer service and personal services
- Basic accounting functions

Skills:

- Exceptional Interpersonal and Customer Service communication skills; written and oral;
- Initiative and ability to think logically and critically;
- Ability to work independently and with minimal supervision;
- Strong time-management and organization skills;
- Highly motivated team player and detail oriented;
- Strong computer skills with a penchant to adapt easily to learning new software and procedures.

Education & Experience:

- Some college preferred;
- A minimum of (1) year work related experience;

Federated National is an Equal Employment Opportunity Employer, DFW, offering a comprehensive benefit program including, Medical, Dental, Life Insurance, 401K, Tuition Reimbursement, with a great management team and working environment.