



Litigation Coordinator

For over 25 years, FedNat, 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 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 FedNat 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 desire to be a part of FedNat, please take a moment to review the position responsibilities and requirements below for the position of **Litigation Coordinator** and submit your resume to HR-Recruit@FedNat.com.

Responsibilities:

- Actively participate in document collection and production; deposition preparation
- Organize and maintain case files within a variety of automated systems and procedures, site searches and document retrieval
- Review calendar reports and meet filing deadlines
- Update daily and weekly calendar reports as it relates to employee depositions and discovery deadlines.
- Coordinate outside law firm case assignments and insure they are provided with claims and underwriting materials
- Assist in processing legal expense invoices

Skills:

- Exceptional Interpersonal and communication skills; written and oral;
- Initiative and ability to think logically, analytically and critically;
- Strong time-management and organization skill;
- Ability to multi-task while maintaining accuracy and due diligence in performance;
- Strong computer skills with a penchant to adapt easily to learning new software and procedures

Education & Experience:

- Some college coursework preferred
- 1-2 years professional industry experience – Legal/Litigation
- Microsoft Office experience, a must

FedNat 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.