



Claims Project 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 **Claims Project Coordinator** and submit your resume to HR-Recruit@FedNat.com

Knowledge:

- Maintain project schedules and implementation calendars
- Maintain training schedules and comprehensive initiative calendar
- Schedule training sessions and maintain class rosters
- Generate and distribute reports to the project team, stakeholders and others
- Work alongside Project Manager and Project Analysts to arrange logistics of projects
- Ensure project and training team have the tools and resources needed to meet project milestones
- Organize, attend and participate in stakeholder meetings
- Document and follow up on important actions and decisions from meetings
- Prepare necessary presentation materials for meetings
- Function as a general assistant to the project and training team, providing administrative support as needed

Skills:

- Detail-oriented
- Excellent time management and organizational skills
- Excellent communication skills
- Thrives in a collaborative environment
- Ability to work on tight deadlines
- Knowledge of file management, transcription and other administrative procedures
- High-level proficiency in Microsoft applications including Word, Excel and Outlook
- Ability to work independently with minimal managerial supervision

Education & Experience:

- Minimum 2 years’ experience in an administrative role
- Bachelor’s Degree in Business Administration or related field preferred
- Adequate knowledge of learning management systems, web delivery tools and HRIS systems
- Previous work experience as Project Coordinator or Training Coordinator a plus
- Insurance industry experience preferred

- Proficiency with claims systems preferred
- Adjuster's license preferred

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.