



Job Description

Claims Assistant - Litigation

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.