



Island Home Insurance
Company

CAREER OPPORTUNITY

Island Home Insurance Company is seeking a qualified
Full-Time candidate to fill the position of

Property & Casualty Claims Assistant

\$14.04 per hour

This position will be assisting the Property & Casualty Claims Adjuster to ascertain the extent of liability of the Company. This position will be responsible for providing support to the Claims Department in order to ensure the efficient handling of claims. The role involves processing new claims, managing customer inquiries and administration of the claims process.

Any combination of education and experience providing the required skill and knowledge for successful performance would be qualifying.

Typical qualifications would be equivalent to:

- 2 years P&C Claims work-related experience.
- Automobile Estimator work-related experience preferred but not required
- Proficient in the Use of Microsoft Office (Excel, Word, PowerPoint, Outlook); and
- Computer Literate (Windows)

Interested applicants are encouraged to email your employment application **AND** resume to hr@staywellguam.com. IHIC is an Equal Opportunity Employer.

staywellguam.com

