

Career Opportunity



StayWell Guam, Inc. is seeking a qualified Full-Time candidate to fill the position of

Property & Casualty Clerk

The primary responsibility of this position is to provide administrative and clerical services requiring limited knowledge of property & casualty system and procedures. Clerical duties include a combination of answering and directing phone calls, checking and distributing documents and correspondence, typing or word processing, office machine operation and filing.

Any combination of education and experience providing the required skill and knowledge for successful performance would be qualifying. Typical qualifications would be equivalent to:

- A high school diploma or equivalent;
- Minimum one (1) year of clerical work experience involving public contact;
- Knowledgeable in the use of Mas90, AS400 and Applied Epic system a plus;
- 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 StayWell Insurance is an Equal Opportunity Employer.

staywellguam.com   