

Underwriting and Claims Assistant - Insurance

Trade Risk Guaranty (TRG) – Bozeman, MT

Job description:

Underwriting and Claims Assistant- Insurance (part time); competitive wage DOE.

Looking for a unique and flexible career opportunity right here in Bozeman? We will **train** the right candidate! We are looking for a motivated individual to join our Underwriting & Claims Department at Trade Risk Guaranty (TRG). This unique position offers the right candidate the opportunity to learn how TRG, the market leader in providing U.S. Customs bonds directly to importers, manages risk and assists importers in resolving penalties and additional liability owed to U.S. Customs. This is a career opportunity and path to becoming an underwriter. This position allows you to build relationships with some of the largest companies in the United States as well as important individuals at U.S. Customs & Border Protection.

A successful Underwriting & Claims Assistant is motivated to learn, analyze, think outside the box, and build long-standing relationships. Exceptional attention to detail and a customer-centric outlook are also important qualities for this position; being able to educate and communicate successfully with our clients in a professionally assertive way is critical. TRG provides opportunities to grow your knowledge and your income as you learn about the International Trade Industry.

Qualifications and Skills:

- Intention and aptitude to fully immerse and become an expert in a specialized niche industry; international trade and insurance
- Ability and desire to foster strong relationships over the phone with clients and in person with co-workers throughout all departments
- Skilled and comfortable in multi-tasking in a fast-paced, team environment maintaining composure and efficiency with deadlines and fluctuating workload cycles
- Extraordinary written and verbal communication skills
- Bachelor's Degree, current student and relevant work experience desired

Benefits:

- On the job training, educational and advancement opportunities
- Company sponsored team building activity days
- Customized and flexible schedule within a standard work week
- Downtown Bozeman Location; casual dress

TRG is an equal Opportunity Employer and offers competitive wages and a people rich learning culture.

Job Type: Part-time 20-30 hours per week (flexible); wage competitive DOE

Locate your job opportunity and apply online at www.traderiskguaranty.com/careers.aspx; please submit both a cover letter and resume.

COVID-19 considerations:

The local team will continue to work remote until further notice.

Job Description

Revision Date:

Author:

Position Status: Full Time Part Time Exempt Nonexempt

Position Title:

Department:

Immediate Supervisor:

Positions Supervised:

Position Description:

Major Areas of Responsibility:

Specific Responsibilities:

Specific Responsibilities (Continued):

Required Knowledge, Skills, and Abilities:

Education and Experience:

Physical Demands:

Work Environment:

Department Manager: _____

Human Resources: _____

Senior Management: _____

Employee Name (Print): _____

Employee Signature: _____

Date: _____