



## Underwriting & Claims Assistant

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### Looking for a big city career in a Bozeman?

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 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, your career, and your income as you learn about the International Trade Industry. If you're ready to start your career with a fast-paced, growing company with lots of room for growth, check out our website at [TradeRiskGuaranty.com](http://TradeRiskGuaranty.com) to learn more about our company.

### Benefits:

- Group Health, Dental, and Vision plans
- Paid Time Off and Company Holidays
- 401K
- Rapid Growth & Advancement Opportunities

Availability: Immediate Opening  
Compensation: \$14.43/hour (annualized \$30,000 at 40 hours/week)  
Hours: Full-time (40 hours, 8:00-5:00 Monday-Friday)

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Trade Risk Guaranty (TRG) is an international trade insurance agency headquartered in Bozeman Montana. Our consumer-direct approach has grown our company to include more than 10,000 clients and 50 employees. We offer careers in sales, marketing, customer service, office administrations, information technology and insurance underwriting.

Locate your career and apply online at [www.traderiskguaranty.com/careers.aspx](http://www.traderiskguaranty.com/careers.aspx)

## **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:** \_\_\_\_\_