

Administrative Assistant & Claims Tech

■ Hausch & Company 📍 Elgin, IL 60120

● **Online now - rapid response!**

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| Compensation | \$25,000 to \$45,000 Annually |
| Benefits Offered | 401K, Medical |
| Employment Type | Full-Time |

This is an office position working with computers, phones, and people. Daily duties include typing transcription, data entry, phones, and filing. Our office functions off of a web-based management system that you will work in daily.

You will be working with field staff serving all 50 States, helping people in a time of need. You will be depended upon and appreciated.

Our office environment is very similar to an insurance agency or small law firm. We work privately for insurance companies. This job does not include any sales. We are a small office looking for the right person that wants to be part of our team. The position can be filled by either part time/ full time, hourly rate or annual salary.

Responsibilities:

- Transcription / Typing
- Review and edit word documents
- Answer inbound telephone calls
- Data entry

Qualifications:

- Legal/Medical Transcription
- Strong typing skills
- Previous experience in office administration or other related fields a plus
- Ability to prioritize and multitask
- Excellent written and verbal communication skills
- Strong attention to detail
- Strong organizational skills
- Prior use of Microsoft Office products

About Hausch & Company:

Hausch & Company has been dedicated to handling insurance claims since 1948.

We have two divisions of the company. We started as independent insurance adjusters handling property, casualty, cargo, and heavy equipment claims. We continue to do field inspections throughout the Midwest and CAT work nationally. The second division is our Third-Party Administration team, handling claims for both domestic and international clients.

The company headquarters is in Elgin, IL at the I-90 & Randall Rd. interchange. We have Regional Headquarters in Des Moines, Iowa, Kansas City, KS, Moline, Illinois, and St. Louis Mo.

We offer a small business environment, opportunity to advance, and unlimited potential for increased growth and income.

Our internal culture is teamwork and acceptance. We develop client relationships, care about our customers, and have pride in our work.

We are a growing company and looking for great people that want to be part of a team.