

Mail File Clerk

Assigned Risk Department

Reports to the Assigned Risk Supervisor and Executive VP, Finance & Operations

Summary and Purpose

Locates Assigned Risk files. Attaches incoming mail to proper files. Provides support to the Assigned Risk Department.

General Responsibilities

- Responsible for department mail; faxes, rush, and pull requests
- Responsible for file assembly; renewals, new business and final audits
- Pull files or attach mail in files as requested by Assigned Risk, and file back
- Copy mail as needed
- Empty "out" baskets from Assigned Risk
- Maintain filing of current files.
- Box and inventory files for offsite storage or destruction
- Assist Assigned Risk Representatives with typing of faxes
- Manage special projects as needed
- All duties as assigned

Minimum Requirements

- High school graduate
- 10 key
- Type 40 wpm accurately
- Ability to work independently
- Ability to prioritize workload to meet department expectations
- Work well in a group environment

Attributes

- Must be physically able to walk, stand, stoop, bend, climb ladders, use a hand-truck and lift 40 pounds
- Good communication skills
- Detailed
- Accountable
- Self- Starter
- Team Oriented