

Position:

Claims Assistant

- **Full Time, Salaried Position**
- **Reporting directly to Claims Manager**
- **Experience / Education: 1 year experience in an office environment, preferably working in a medical office or clinic**
or
College certification course in Insurance Administration

Benefits:

Travel Healthcare Insurance Solutions Inc. recognizes people as our most valuable asset. Our competitive salary and benefits package includes dental insurance, medical insurance, prescription drug coverage, life insurance, a vision-care plan, paid sick time, free parking, beverages, and paid vacations.

About Travel Healthcare Insurance Solutions Inc.:

Travel Healthcare Insurance Solutions Inc. operates as **Guard.me** offering our own line of specialty insurance products including StudentGuard Health Insurance and GlobalGuard International. We are the premier providers of quality healthcare insurance to the International Education Market.

StudentGuard is our flagship line of comprehensive health insurance products for international students who are studying in Canada and GlobalGuard is our line of products for international students who are studying outside of Canada, as well as teachers and participants in exchange and co-op programs.

Since 1994, we have continually worked to exceed the expectations of our clients by offering superior service, comprehensive policy benefits and fast efficient claims processing that continue to surpass industry standards.

We're looking for individuals who like working with people and are interested in long-range career growth and have the strategic ability to plan for their professional futures.

The work environment is fast-paced and high-energy. You'll get a chance to communicate with others, as everyone's input is valued. The culture is truly collaborative. You'll be working with an established award-winning team with an impressive track record.

Responsibilities:

- Provide and Maintain high standards of Customer Service to client organizations
- Provide and Maintain high standards of Customer Service to Insureds, their families and guardians
- Answer multi-line phone
- Liaise with Service and Administration Departments as necessary
- Data entry

- Maintain historical records by filing documents
- Contribute to and work as a member of our team

Skills/Qualifications:

- Must have full working knowledge of Microsoft Office programs including Word and Excel
- Experience with Adobe Reader, email and internet searches
- Ability to learn and work in new computer program
- Excellent communication skills
- Medical / nursing / pharmaceutical knowledge an asset
- *Applicants with Insurance Studies Certificate and/or a second language will be given preference*

Contact Method:

Please send your resume to: (905) 731-6676
Or to **claims@studentguard.com**