Selective Insurance Group

Title: Processing Support

Location: 200 Clocktower Drive, Suite 201, Hamilton, NJ

Job Type: Part-Time

Compensation Type: Hourly  
Wage: $16 - $18/hour

Start Date: TBD

Job Description:

This role provides support pertaining to entering, maintaining, processing and the issuance of insurance or insurance-related documents. May perform duties related to office technology and/or work of the department. All job duties and responsibilities must be carried out in compliance with applicable legal and regulatory requirements.

This is a part-time position, working 30 hours per week. The employee can either work 7.5 hours a day, 4 days a week OR 6 hours a day, 5 days a week.

Primary Responsibilities:

- File, locate, pull and classify a variety of different materials.
- Produce various forms, reports, and correspondence. Proofreads typed material to ensure a quality product. Identifies errors and omissions in materials and expedites resolution.
- Utilize PC to enter and verify data necessary to complete transactions. Search, update, assign, interpret select and/or code items to be entered or extracted from a database.
- Type and transcribe information from various source documents utilizing word processing software. Maintain, update and print this information via word processing software. Proofread information to ensure accuracy and quality of work product.
- Assemble and arrange policies, documents, manuals, presentations, and/or printed materials.
- Pull necessary forms in order to ensure accuracy and completeness of insurance information.
- May assist in coordinating the resolution of applications/software systems problems impacting production, and resolving technical computer operations equipment problems. May participate on corporate IT projects affecting the region, area, or department.
- May obtain equipment, security access, and mail box/printer clearance for new hires. Updates and maintains equipment inventory log.
- Perform general clerical duties such as photocopying, answering phones, assisting in other support functions.
Qualifications:

- Some college
- 2+ years of filing, data entry, word processing or typing

Application Instructions: Please apply online: https://jobs-selective.icims.com/jobs/4934/processing-support---part-time/job

About the Organization:

Selective Insurance Group, Inc. is primarily a holding company for ten customer-focused property and casualty (P&C) insurance companies rated “A” (Excellent) and ranked as the 42nd largest P&C insurance group in the United States by A.M. Best Co. These companies offer a broad range of insurance and alternative risk management services. Selective* provides value-added products and services to businesses, public entities and individuals through independent agents in 22 Eastern, Southern and Midwestern states and the District of Columbia. Our employees create the competitive advantages that make Selective one of the best regional insurance organizations in the marketplace.