



Position Title: Assistant Claims Adjuster – Medical Expense Stop Loss

Location: Westlake, Ohio

Description:

Roundstone is a captive and specialty insurance program manager delivering innovative risk management solutions. When insurance and business advisors need creative strategies for their clients, they turn to Roundstone. We're adding to our growing team to help deliver on our motto – Turning Risk Into Results.

We are looking to add a full-time Assistant Claims Adjuster. The individual in this role is the initial point of contact in the claims department. Responsibilities include setting up claims and conducting analysis of submission materials. The candidate will triage early claim notices to determine appropriate action and will engage in regular communication with third party administrators to discuss claim submissions.

This position is ideal for someone interested in launching a career in the insurance industry. We're looking for someone who will learn the specifics and use that knowledge to be inquisitive. Advancement to other positions is expected. This is a salaried position with a profit sharing bonus plan.

Education and Experience:

1. Bachelor's degree required.
2. Prior insurance experience will be considered but is not required.
3. Experience in customer service industries or roles is a plus.

Key Skills:

1. An organized and creative approach to new challenges.
2. A desire to take on new responsibilities as the company grows.
3. Familiarity with Excel.

Please send resumes to HR@Roundstoneinsurance.com

For more information about Roundstone, please visit our website: www.roundstoneinsurance.com.