

Brokers' Risk Placement Services

Contact Person: Curtis Woolfolk

E-mail Address: woolfolkc@brps.com

Address: 525 W. Monroe
Suite 2400
Chicago, IL 60661

Phone: 312-930-6189

Company Website: www.brps.com

Position Title: Environmental Claims Technician

Opportunity Location: Chicago

Position Objective: Provide high level administrative services assisting the Environmental Claims Department

Job Functions:

- Create and maintain department paper and electronic files
- Monthly time and expense billing for department
- Maintain and update claim matters involving legal invoices, reserves and case status
- Organize and maintain confidential and time sensitive information
- Manage appointments, calendar and scheduling for department
- Coordinate travel arrangements
- Prepare and process complex Expense Reports
- Perform special projects as assigned

Qualifications:

- College degree required and minimum of 3 years administrative experience or specific education (pre-law, insurance, accounting, etc.)
- Accounting experience preferred
- Legal and Insurance exposure preferred
- Ability to work independently
- Excellent written, oral and interpersonal communication skills
- High level of professionalism and confidentiality
- Advanced typing skills and knowledge of Microsoft Office
- Excellent organizational skills a must

**Please send your resume to Chris Woolfolk at woolfolkc@brps.com if interested.*