

BENDER CONSULTING SERVICES, INC.

Providing consulting in technology and creating employment opportunities for all people with abilities

Title: Claims Processor
Contact Person: Sherry Homme
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Location: Cape Girardeau, MO
Specialty Area(s): General Business
Experience Level: Entry-Level

Company Description:

Bender Consulting Services, Inc. is a for-profit company that focuses on employing professionals with disabilities in the areas of information technology, finance/accounting, human resources, engineering, and general business. Our President and CEO, Joyce A. Bender, is the host of the international talk radio show, *Disability Matters with Joyce Bender*. She received the 2003 Bush Administration New Freedom Initiative Award, and the 1999 President's Award, the highest honor bestowed by the President of the United States upon an American who furthers the employment and empowerment of people with disabilities. For more information, please visit us on the World Wide Web at: www.benderconsult.com.

Position Descriptions:

Responsibilities include the following:

- Develop knowledge of claim forms.
- Provide customer service and communicate verbally and in writing with adjusters to obtain information needed to process claims.
- Perform all functions and capabilities of the Claim Processing Specialist workstation.
- Document calls, resolutions, and reference the knowledge database using in-house computer systems.
- Ability to handle multiple tasks in a fast paced environment with dynamic schedules.

Qualifications:

- High School Diploma required. Completion of a certificate program, Associates degree, or Bachelors degree would be beneficial.
- Must possess good communication skills and good phone skills.
- Proficiently use various PC-based Microsoft Office software programs.
- Self-motivated with the ability to work independently, as well as in a team environment, with a professional attitude.

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