

## Careers at McCart

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The McCart Group is seeking a full-time **Claims and Risk Control Administrative Assistant** in the Property & Casualty Division.

### Company Profile

The McCart Group is a leading risk management and insurance brokerage in the southeast, headquartered in Duluth, GA. For more than 40 years, The McCart Group has been solving complex risk management and insurance problems for public and private companies. Our clients include a variety of manufacturing, distribution and service companies. As one of the largest independent brokers in Georgia, we are seeking an experienced Claims and Risk Control Administrative Assistant to add to our growing team.

### Responsibilities Include:

- Assist in the day-to-day administrative duties of the Claims and Risk Control Department, including filing
- Assist in the development of risk control and claims reports
- Write business memos or letters
- Prepare spreadsheets
- Prepare Powerpoint presentations

### Minimum Job Qualifications and Requirements:

- Minimum three years of experience in administrative/office work
- A Bachelor's Degree or an Associate's Degree plus equivalent work experience
- Basic knowledge of OSHA and FMCSA codes is preferred
- P&C Insurance (Workers' Compensation and Auto Liability) claims experience preferred
- Demonstrated excellence in verbal and written communication skills
- Excellent spelling, punctuation and grammar with ability to proofread efficiently
- Proficient knowledge and experience with MS Windows, Word, Excel, Publisher and PowerPoint
- Professionalism in interaction with customers, characterized by tact and diplomacy
- Strong customer service skills
- Ability to multi-task and work in a fast-paced atmosphere
- Detail-oriented with good organizational skills
- Professional attitude and attire a must
- Sound work ethic, dependable, and the ability to work with limited supervision
- Must be highly motivated and able to work proactively within team structure providing assistance to team leaders and claim handler(s) on task specific requests
- Must be flexible and adaptable to changing business needs

### To Apply for This Position:

Qualified candidates should submit resume and cover letter to Chantelle Dortch at [chantelle.dortch@mccart.com](mailto:chantelle.dortch@mccart.com).

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