

## **Legal Claim Assistant**

The Marker Group is a prominent national company in northwest Houston (290 and Hollister) that provides primarily defense litigation support services including record collection for complex legal cases.

We are looking for individuals with claim analysis and investigation experience to join our team! Here's what we are looking for:

### **Requirements**

- Results-oriented professional with exceptional interpersonal and communication skills, including effective writing and verbal skills.
- Motivated self-starter, able to work independently.
- Superior problem solving and decision making skills utilizing logic and deductive reasoning.
- Advanced computer skills (Word, Excel, and PowerPoint) and ability to learn proprietary software.
- Flexibility to quickly adjust focus and adapt to change daily.
- Recognizes and provides solutions for operational obstacles that delay work completion.
- Proactively manages client and customer target dates to ensure information/claims are processed in a timely manner.
- Contacts healthcare providers, clients, and management team for information as needed.
- Escalates complex healthcare provider and client situations and offers value added solutions.
- Uses problem solving and analytical skills to resolve so that issues do not repeat.
- Effective use of time management skills to meet varying deadlines.

Must have knowledge of office administrative procedures, and knowledge of use and operation of standard office equipment, at a level generally required through 1+ years of related experience.

We are an equal employment opportunity employer.

Qualified candidates can send a resume and salary requirements to: [HR@marker-group.com](mailto:HR@marker-group.com).