



(960000-Claims Pre-Adm /Production Coordinator) Intern Job Description

BASIC FUNCTION:

Under supervision, this position is responsible for recommending operation or production solutions and changes designed to improve efficiency and automation ; maintaining compliance by ensuring all company and department standards are met; setting priorities for job tasks; and other duties as assigned.

POSITION REQUIREMENTS:

1) Must be enrolled in a 4 year accredited university, master's degree program, or two year technical business program with an IT focus; 2) Must maintain a 3.0 GPA; 3) Must possess high performing behaviors as well as the competencies to perform in a technical/analytical business environment; 4) Ability to multitask and prioritize; 5) Clear and concise verbal and written communication skills; 6) Must be able to work independently, as well as in a team environment.

PREFERRED JOB REQUIREMENTS:

- *High school diploma or GED
- *Strong analytical skills
- *Clear and concise and verbal and written communications skills
- *PC proficiency to include Microsoft Word, Excel, Access, SQL and Outlook
- *Organizational skills including attention to detail and multi-tasking skills
- *Experience conducting data analysis
- *Experience identifying and defining problems, collecting data/information, establishing facts and drawing valid conclusions. EOE/M/F/D/V