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Katie School Student Opportunity

Company Name Wilber & Associates

Contact Person Patrick Skaggs

Title of Contact Recruiter

Email PSkaggs@wilbergroup.com

Phone (309) 663-6700

Address 210 Landmark Dr
Normal, IL 61761

Company Website www.wilbergroup.com

Indicate what opportunity is available Internship

Title of Available Position Subrogation Support Intern

Opportunity Location Normal, IL

Salary/Wage Range \$12-14/hr

Opportunity Start Date: 09/01/2019

Opportunity End Date 12/31/2019

Description of Opportunity

Purpose - Overview

The purpose of the Subrogation Support Internship is to foster an environment of structured learning. The agenda will be intentional such that interns will develop experience in a wide variety of professional office roles, namely with respect to the insurance subrogation and collections industry. Transferrable skills gained by this position may include but are not limited to: claims administration, client relations, insurance knowledge, inbound/outbound calling, and computer proficiency. Soft skills honed in this position will include verbal and nonverbal communication, personal accountability, office culture, and effective decision making. Interns will train in a variety of roles and with the Academic Institution's oversight.

Primary Function(s)

The Subrogation Support Intern (SSI), will assist with the Claims Examination, Recovery Support, Data Onboarding, and/or the Client Services team(s). The SSI will initially hold primary responsibilities in one of these respective departments, with the intention of cross-training in other department(s) as competence and understanding are honed. Their objective is to provide various forms of support, customer service, correspondence, and documentation used in the recovery and collections efforts carried out by Wilber's collection team.

Preferred Skills

Qualifications

1. Current student in search of experience in various workforce roles, primarily in an administrative capacity
2. High degree of organizational skill and problem-solving ability; specifically, the ability to work as self-starter, especially as it relates to calling on resources outside the firm
3. Resourcefulness in finding information and answers from within and outside the company without prompting or micromanagement
4. Respect for details and a high priority for accuracy and precision
5. Articulate communication skills
6. Excellent telephone and electronic communication etiquette
7. General computer skills, with most proficiency in MS Word, Excel, Outlook
8. Desire to grow personally and professionally
9. Hungry, Humble, and Smart mentality

Please Specify How You Would Like Students to Apply

Students may apply directly via Hire-a-Redbird; if not please contact Patrick or Carlton at 309-663-6700 ext. 3888 or visit wilberjobs.com
