

Department: HudsonTactix, Inc.	Position: Maritime Medical Claims Administrator
Location: Office-based, Camden, NJ	Hours: Full-time 40 hour work week, 3-4 days during week; 1-2 days on weekend (potential for home-based on weekends)
<p>Summary of Position:</p> <p>The Maritime Medical Claims Administrator will be responsible for day-to-day administrative duties involving claims management. The Administrator provides customer support, performs clerical and administrative duties, and interfaces with claimants, medical providers and clients, while training to develop relevant knowledge and skills necessary to assist with maritime claims resolutions.</p>	
<p>Job Description:</p> <p>The Maritime Medical Claims Administrator works with co-workers and clients to gather required documentation and information related to maritime insurance claims, on instruction from insurers and insureds, to seek the efficient resolution of maritime insurance claims.</p> <ul style="list-style-type: none"> • Communicate with claims staff, medical providers, claimants and clients; • Maintain and update claim data bases, claims spreadsheets and check lists; • Schedule medical appointments for crew; • Communicate with vessels, agents and medical personnel; • Perform light admin work including document scanning, copying and faxing; • Review medical invoices for accuracy; • Document, copy and transmit payments; • Work in close cooperation with claims team and operations to obtain best resolution for clients claim needs; and • Available to work flex schedule, which includes weekend duty. 	
<p>Qualifications:</p> <ul style="list-style-type: none"> • Minimum high school diploma; • Candidates with undergraduate or advanced degree will be attractive though not required; and • Training or certifications relevant to the maritime sector will be attractive though not required. <p>Abilities:</p> <ul style="list-style-type: none"> • Experience in claims adjusting, maritime experience preferred but not necessary; • Knowledge of medical issues/medical coding a plus, but not necessary; • MS Word – demonstrated proficiency; • MS Excel – demonstrated proficiency; • QuickBooks experience a plus; • Basic recognition of non-English spellings and alphabets; • Intuitive grasp of web-based software for data entry and tracking; • Willingness to cheerfully multi-task due to constantly shifting operational priorities; • Self-Motivated/Self-Starter; 	

- Strong written and verbal communication skills;
- Strong telephone skills;
- Strong attention-to-detail;
- Strong time management and organizational skills; and
- Available to work flex schedule, which includes weekend duty.

Desirable Attributes:

- Enjoy task-centered work in a collaborative environment;
- Ability to shift attention to the most immediate need as directed;
- Familiarity with maritime terms and concepts;
- Enjoys working in an open office layout; and
- Enjoys learning new processes and procedures.

Company Benefits:

- Pleasant, professional working environment;
- Opportunities for advancement;
- Partially-paid health insurance;
- Company sponsored life insurance;
- 401K (non-contributing, after 1 year)
- Paid holidays; and
- Paid vacation and sick days.

To be considered for this position, applicants may apply by email to recruitment@hudsonanalytix.com using the subject line *"Employment Application – Maritime Medical Claims Administrator"*. Please include cover letter, CV (resume) and salary expectations. Applications for this position will be accepted until June 9, 2017.