

Company: Hays Adjusting Services, LLC

Contact info: office@haysadjusting.com ; (859) 788-5006

Position: Administrative Assistant/ Adjusting Apprentice

Location: Lexington, KY

Full-time

Hays Adjusting Services is a local insurance claims adjusting firm that works as an independent contractor for various national and international equine/livestock insurance companies. Hays Adjusting is looking for an office administrative assistant/adjusting apprentice with equine knowledge. The employee will be responsible for general office operations such as answering incoming calls, updating claim files, and contacting clients/veterinarians. Applicants should be organized, confident in client relations, and display efficient time management skills. Previous insurance experience is not required, we would be happy to show you the ropes!