

Job Posting**Jr. Claims Specialist – West (Alberta/British Columbia)**

Reports to: Account Manager

Employment Responsibilities

- Build strong relationships with our clients, working in partnership with them to address their workplace absence issues
- Managing workplace injury claims, minimizing time-loss and claim costs through early intervention and proactive co-ordination of services
- Ensuring regular and open lines of communication with clients and the provincial Boards
- Liaising with the provincial Workers' Compensation Boards
- Reviewing claim files
- Interpreting provincial workers' compensation legislation, policies and procedures
- Filing reports of injury, identifying appeal issues, drafting letters of objection
- Coordinating case management activities in tandem with Windley Ely Nurses, Occupational Doctors and Lawyers. Includes developing, implementing and monitoring return to work and rehabilitation strategies
- Answering phone / email enquiries
- Other duties as assigned

Qualifications:

- Strong communication skills
- Ability to work in Team environment
- Bachelor's degree (or equivalent) College Diploma in a related field
- Work experience in a workers' compensation claims management capacity would be an asset
- Corresponding knowledge of workers' compensation statutes, policies and procedures.
- Proficient with Microsoft Office Suite (Outlook, Word, Excel, Power Point).
- Proven organizational and time management skills.
- Bilingual is an asset (English, French) but not required

Work Schedule

- Full time, permanent role
- Hybrid scheduled - 3 days in office, 2 days from home

How to Apply:

If you are interested in applying, please forward a cover letter and resume to Human Resources:
Careers@windleyely.com

1200 Commissioners Rd. E. Unit 103 London ON N5Z 4R3 T:(519) 657-4242 F:(519) 657-4457 www.windleyely.com

Accommodation is available in all aspects of the recruitment process. If accommodation is required applicants should make this known in advance to Sarah Ryckman, Human Resources Manager.

We thank all applicants for their interest; however only those chosen for an interview will be acknowledged.
