

ABOUT US:

In 1988 ACE became the first outsource for desk reviews of auto physical damage claims. We have always emphasized that outstanding people are the key to success. Our strength and future growth depend upon the contributions made by each person within our organizations. ACE is the industry leader in auto, heavy equipment, subrogation, and property appraisal review. ACE is determined to stay the leader in our field and therefore invest heavily in new technology and human resources.

WHAT YOU CAN EXPECT FROM US:

- Production based compensation, high earning potential
- Benefits package including health, dental, and vision coverage
- 401K plan with match
- Paid-time off with paid holiday program
- Business casual work environment

POSITION OVERVIEW:

Auditor In-Training/Auditor Support Staff must be a highly motivated individual looking for a career opportunity in handling auto damage estimate reviews for insurance claims. He/she offers exceptional customer service, is detailed oriented, and uses good judgment. On-the-job training will be provided to prepare the ideal candidate to review and process estimates and supplements of auto damage. Please be advised, this is a desk job.

RESPONSIBILITIES:

- Retain and use wide knowledge of company procedures, specific to each client
- Answer telephones in a timely and friendly manner
- Establish and maintain effective working relationships with clients

SKILLS & ABILITIES:

- Strong computer skills
- The ability to work independently and as a team
- The ability to follow instruction and retain new information
- Excellent communication and phone skills

QUALIFICATIONS:

- 2 years Customer Service Experience
- Able to commute to West Chester, PA on a daily basis