



# **CAMComp**


WORKERS' COMPENSATION PLAN

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*\*To apply for this position, please email your resume to [mmage@camcomp.net](mailto:mmage@camcomp.net)\**

## **Job Title: Workers Compensation Coordinator**

 Bloomfield Hills, MI (*in-office position*)

### **Job Summary:**

*This position reports to the CAMComp Administrator.*

We are seeking a motivated and detail-oriented individual to join our team as a Workers Comp Coordinator. In this dynamic role, you will serve as the primary administrative support for Marketing Department and various departments including Customer Service and Underwriting. This position offers a unique opportunity for career development within our growing company.

### **Key Responsibilities:**

- Assist in the coordination of Workers Compensation processes and documentation.
- Work closely with the Marketing Coordinator on various marketing strategies, tasks and projects.
- Provide administrative support to multiple departments, including but not limited to Customer Service and Underwriting.
- Maintain Customer Relationship Management (CRM) system to ensure accurate and up-to-date information.
- Collaborate with team members to streamline workflows and improve efficiency.
- Prepare and assemble mailings to membership, ensuring accuracy and timely delivery.
- Review data analytics for miscellaneous programs, including but not limited to the company website, CRM, safety applications, etc.
- Additional responsibilities as assigned by the Administrator.

### **Required Skills/Abilities:**

- Proficient in all Microsoft 365 programs.
- Strong organizational and multitasking skills.
- Self-starter with high motivation and ability to work independently.
- Excellent communication and interpersonal skills.
- Ability to adapt and learn quickly in a dynamic work environment.