

## **Service Office Assistant San Bernardino, CA**

Catholic Mutual Group (CMG) was established in 1889 and is recognized as the leading provider of property, liability and employee benefit coverage and related services for the Catholic Church in the United States and Canada. We have an excellent opportunity available for a Service Office Assistant in our San Bernardino, CA location!

The person in this position will provide administrative and clerical support. Duties include answering incoming calls, processing mail, copying/scanning documents, preparing reports and correspondence, and drafting certificates of coverage in a timely and accurate manner. This person will also assist in maintaining an accurate recording and diary system for all risk management inspections and assist in claims processing functions, as delegated. The ability to maintain confidentiality and work well independently is a must.

This position requires excellent oral and written communication skills, attention to detail, organizational skills, typing skills, and public relation skills. Requirements of this position include a high school degree and at least three years of experience in a clerical setting, preferably with a basic knowledge of property and casualty insurance terminology. Proficiency with Microsoft Office including Word, Excel, and Outlook is required.

Benefits include a competitive salary, paid holidays and generous vacation and sick accruals, a 403(b) plan with company match, paid life and AD&D insurance at five times the annual salary, long-term disability leave, paid job-related continuing education, and an excellent medical/vision/dental group insurance plan.

Pay range for this position: \$22.00 per hour to \$27.40 per hour. This is a 35-hour work week, 7 hours per day Monday – Friday, and is a fully in-office position.

To apply for this position, please visit <https://catholicmutual.org/Careers>

Catholic Mutual Group is an equal opportunity employer.