



Claims Coordinator

Department:	Claims	Reports To:	Claims Manager
FLSA Status:	Non-Exempt	Last Modified:	8/1/17

AscensionPoint Recovery Services, LLC (“APRS”) is a Minnesota based nationally licensed collection agency specializing in probate receivable management services. APRS’ core competency is managing debt recovery for credit grantors, service providers and healthcare companies. APRS prides itself on its unwavering commitment to provide the best possible debt solutions to its clients making APRS a leader within the collection industry.

Position summary

The Claims Coordinator will be responsible for searching for probates filed in probate courts throughout the United States via web, phone and mail by following the established guidelines.

Essential Duties and Responsibilities

- Follow established policies, procedures, and training guidelines.
- Meet goals and productivity standards.
- Maintain queue of accounts with regular review, phone calls/web searches and miscellaneous research and follow-up work.
- Serve as an active member of the team contributing to a positive work environment.
- Preserve confidentiality and security of sensitive information.
- Work on other assigned projects/initiatives as assigned.

Competencies

- Excellent interpersonal, verbal and written communication skills.
- Results-oriented.
- Genuine desire to learn.
- Computer proficiency.

Education and Experience

- Two years experience in credit, collection, or customer service work preferred.
 - High school diploma or equivalent required.
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