



## Claims Trainees \* The Maxon Company, Inc. Neversink, NY

**Overview:** The Maxon Company, Inc. is seeking Claims Trainees in Neversink, NY.

These are Regular Part-time positions, for individuals with ability and desire to learn something new. Strong understanding of Microsoft Excel or similar database, knowledge of word, good typing skills, attention to detail. Understanding medical terminology, a plus. Part-time with opportunity to be full-time with benefits.

**Required Skills** necessary to perform the job;

Computer Proficient (word and excel), Strong Reading Comprehension, Strong Writing Skills & Spelling Accuracy, and Detail oriented- keying accuracy.

**Requirements**-Reference check

**Shift, Salary;** These positions are part-time with opportunity to be full-time with benefits, working Monday to Friday from 8 am to 5 pm, \$ 15.50 an hour.

**Apply:** To Hana Rubin by email at [info@maxonco.com](mailto:info@maxonco.com)