



POSITION: **Administrative Coordinator**
HOURS: Part-time, 15-20hr/wk , 3 days per week
CONTACT: Star Broussard, Administrator
Email: claims@earnestimprovements.com
COMPANY: Telephone: (208) 546-9511, www.earnestimprovements.com

SUMMARY: *To provide office support, administrative functions and to act as a liaison between departments. Position includes billing, accounting and potential marketing opportunities (see details below). The Administrative Coordinator responsibilities can be customized to fit student skillset/background and our current administrative needs.*

SPECIFIC RESPONSIBILITIES:

- Depreciation Billing & Notices
- Deductible Billing
- Banking updates
- Provides Reports to Management (Insurance Status, A/R)
- File Auditing
- Assist with customer service (letters, updates, etc)
- General Office Functions on behalf of Management
- Support for field representatives
- Customer service for clients
- Regularly updates progress & “comments” in Acculynx
- Maintains organized filing systems and office appearance
- General knowledge of construction scheduling
- Provides general assistance to Project Coordinator for Construction
- Analyzes Profit/Loss job data
- Promptly responds to business calls (callbacks or mgmt notification)
- Assists Office Mgr with client data into files, job board and acculynx
- Updates Adjuster Appointments
- Receive insurance docs and other related documentation
- Occasionally Scans documents into Acculynx
- Submits billing, notifications & documentation**
- Provides overall communications with clients & other EHIC dept
- Misc. Administrative Systems/Tasks