

**WNCs**

**Nebraska's Largest Multi-Line
Independent Adjusting Firm**

We Are Hiring!

Work From Home Part-Time Data Entry Position

This position will be primarily responsible for entering claim and billing information into our company's tracking/billing software. The individual will ensure that the claim and billing information is entered timely and accurately.

Responsibilities

- Input data into File Tracking Software
- Prepare & Submit Billing Invoices to Company Venders
- Manage File Information Within Company File Explorer
- Correspondence with Staff Regarding Claims and Billing Information
- Effective Communication

Qualities

- Efficient
- Attention to Detail
- Accurate

Skills

- Strong Typing
- Basic Software Knowledge in Outlook & Quickbooks

Key Points

- Remote Position - Work from Home - Nebraska Based
- Hours
 - Minimum 20 hours per week
 - Up to but no more than 30 hours a week during peak season (May - September)
- Pay Range
 - Starting at \$17 per hour with review for increase after 30 days
- Office Equipment Provided
- Monthly Office Stipend Provided
- Must have High-Speed Internet

**Scottsbluff ♦ Sidney ♦ Ogallala
North Platte ♦ Kearney ♦ Grand Island
Columbus ♦ Norfolk ♦ Lincoln ♦ Omaha**

Submit Resume to:

jobs@wncs.net

WWW.WNCS.NET