



**Business Professionals and Native American college students. Are you looking for a rewarding and challenging employment opportunity with the desire to give back to Indian Country in a meaningful way?**

AMERIND is the only 100% Tribally owned/operated insurance provider committed to Indian Country. AMERIND provides property, liability, automobile, and workers' compensation insurance for Tribal governments/businesses. AMERIND also provides health benefits brokerage services through AMERIND Benefits Agency and helps Tribes obtain broadband connectivity through AMERIND Critical Infrastructure division.

AMERIND is hiring! Visit our website for more details. <https://amerind.com/careers-at-amerind/>

- **Tribal Workers Comp Claims Tech**

Job Summary

Responsible for the general support of the Tribal Workers' Compensation Unit, assuming full responsibility for all phases of clerical management for staff and accounts as assigned including, but not limited to, claim set-up, form completion, medical bill processing and other duties as assigned.

- **Senior Workers' Comp Claims Representative**

Job Summary

The Senior Workers' Comp Claims Representative handles Tribal Workers' Compensation claims and is responsible for all technical aspects of claims management for assigned files, including compliance with the AMERIND Risk Benefit Endorsement, Tribal Ordinances (when applicable) and all established performance guidelines. This individual demonstrates positive and professional relationships with Members, Brokers and Clients. Through and in coordination with TWC Manager, this position also consults with Executive level Officers, as necessary, for the resolution of case and claims issues. Individual will also monitor developments in the field, clients, and customers to evolve AMERIND WC programs and policies.

- **Underwriting Tech**

Job Summary

To provide technical assistance and support services to the Underwriting team and management, with appropriate approval. Underwriting tech handles several aspects of policy processing and issuance, which include new business and/or renewal preparation; endorsement processing; cancellations; and/or all other policy processing associated tasks.

- **Claims Representative**

Job Summary

Handles first and third-party property and liability claims for Homeowners and Commercial lines. Investigates and prepares property damage estimates utilizing industry standard software. Should also have familiarity with general claims handling software. Should have exceptional verbal and written communication skills.

- **Senior Claims Representative**

Job Summary

Incumbent handles first and third-party Property and Liability claims for Homeowners and Commercial lines. Investigates and prepares property damage estimates utilizing industry standard software. Should also have familiarity with general claims handling software. This individual demonstrates positive and professional relationships with Members, Brokers and Clients.

- **Human Resources Generalist**

Job Summary

Provides human resources support and assistance to management and employees on policies, regulations, and procedures regarding employment, recruitment and hiring options, compensation, performance management and disciplinary procedures, employee benefits, and training. Maintains confidentiality of all privileged information.

- **Training Specialist**

Job Summary

Conducts training needs assessments for departments and employees; evaluates, coordinates, designs, and/or delivers a comprehensive range of training and education programs for both internal staff and external clients.

- **Quality Analyst I**

Job Summary

Develops and executes manual and automated test plans with the goal of identifying software problems and determining the root cause of the issue. Assists in facilitating UAT and the associated defect triage of issues and bugs, including managing end user expectations and collaborating with the vendor regarding defect resolution.

- **Intern – various departments**

Job Summary

Do you want to supplement your education with actual hands-on experience? AMERIND is looking for new student interns who are actively pursuing their degrees. Every day offers new and exciting challenges. Whether it is performing clerical work or participating in a project that impacts the entire company, you will have the opportunity to experience the satisfying, yet hard work it takes to build a successful 100% Tribally owned company. Apply to be an intern today!