WSCC Careers

Claims Representative, NU, up to 2 year term

Reference # N21/53NU

The WSCC's vision is to eliminate workplace diseases and injuries. Our mission is to promote workplace health and safety while providing no fault insurance to employers and care for injured workers. Our values are respect, engagement, integrity, openness, cultural safety, excellence and stewardship in the workplace.

Located in Iqaluit, the Claims Representative reports directly to the Supervisor Claims Processing and is is the first point of contact for establishing claims for injured workers. This initial contact sets the tone for establishing a positive working relationship with the worker, employer and claims staff.

The Claims Representative gathers information, identifies initial entitlement on time loss claims and completes wage calculations. The nature of the claims process is one of complexity where tact and diplomacy is important to ensure the stakeholder's experience is positive.

This position requires completion of a 2 year Social Science Diploma, with two (2) years of administrative experience in a similar office environment and customer service skills, with a demonstrated mathematical ability performing complex financial calculations.We consider equivalencies on a case by case basis.

Salary ranges from $37.48 to $44.77 hourly (approx. $73,086 to $87,302 annually), plus an annual Northern Allowance of $24,054.

A satisfactory criminal records check is required for this position.

Closing Date: **September 26, 2021**

If this sounds like a good fit for you, please forward your resume quoting the Reference # **N21/53NU** on your resume and in the subject line of your email to careers@wscc.nt.ca

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You must clearly identify your eligibility to receive priority consideration under the Affirmative Action Policy.

The WSCC is an inclusive workplace. If you have a disability and require support or accommodation during the hiring process, we encourage you to identify your needs when we contact you for an interview.

We may use this competition to fill similar vacancies that become available over the next six months.

The ability to communicate in an official language of Nunavut, in addition to English, is an asset.

safety & care

WSCC Workers' Safety & Compensation Commission | ᐃᖅᑲᓇᐃᔭᖅᑎᓄᑦ ᐊᑦᑕᓇᖅᑐᓂᒃ ᐊᒻᒪ ᓇᓪᓕᐅᒃᑯᒫᓂᒃ ᖃᐅᔨᓴᖅᑏᑦ