



Workers Compensations Claims/Fleet Safety Coordinator

We are seeking an individual to manage Workers Compensations claims from onset to closure of claim. This position, working closely with the Safety Managers, receives claims from field staff, arranges medical appointments, files claims with insurance carrier, and continues communication and follow up. The ideal candidate will have a minimum of two years experience in occupational health and/or workers compensation insurance claims. This position also entails maintaining compliance for CDL drivers, and oversight of other medical programs. Good interpersonal and communication skills are required as the successful candidate will need to clearly communicate with employees, medical providers, insurance representatives, and attorneys. Attention to detail, confidentiality, and organizational skills are required. This is an exciting opportunity for the right individual to join a fast-paced, growth oriented company.

AA/EOE M/F/Disability/Vet

**Please send resume to:
Human Resources Department
414 New Britain Avenue
Plainville, CT 06062
Fax (860)747-6296
hr@manafort.com**