



Come and join the JPIA Team! We are recruiting an **Administrative Assistant II** on our Workers' Compensation Team. The salary range for the position is **\$55,203 - \$82,804**. To determine approximate total compensation, add an additional 38% to the salary. This more accurately represents the total benefits received as an employee.

The candidate will work under the supervision of the Workers' Compensation Claims Manager and will perform a variety of general clerical and claims support assignments such as inputting new Workers' Compensation (WC) claims in the computer; monitoring and tracking medical bill review payments; entering direct payments; and processing, matching, and scanning all WC mail, faxes, and emails into the claims system.

For the job profile and application procedure, please go to the JPIA's website, www.acwajpia.com. Click **Connect**, then **Employment Opportunities**, then **Job Openings**. Submit JPIA application, along with cover letter and resume to hr@acwajpia.com by **January 11, 2024**. This recruitment can end at any time without prior notice. No walk-ins please. EOE employer.

This position is located in Roseville, CA, and is full time, 40 hours per week, with hours from about 7:30am to 4:30pm, Monday through Friday, though there is flexibility.