



DELAWARE TRIBE OF INDIANS

JOB DESCRIPTION

Position:	Reinsurance Coordinator
Department:	The Tribal Domicile
Employment Status:	Regular
Class:	Full-Time
Location:	Caney, KS
Immediate Supervisor:	Insurance Commissioner, Caney, KS

GENERAL DESCRIPTION:

The Tribal Domicile is a division of the Delaware Tribe of Indians that has regulatory authority over companies formed and licensed under the Title 18 Business Corporation Act and Limited Liability Companies Act. These companies are either authorized to operate as a licensed insurance company under the Title 27 Insurance Company Act or are in the business of administering any aspect of a company licensed under the Insurance Company Act.

The Tribal Domicile is seeking a qualified professional to assist with day-to-day activities of forming, licensing, and recording companies formed or domesticated under the authority of The Tribal Domicile. This position will perform routine reinsurance administrative duties, such as maintaining records and processing and verifying new business. A high level of attention to detail and the ability to work autonomously is required. Interpersonal skills are pertinent as this person will be working closely with the Insurance Commissioner as well as an offsite contractor, Tribal Support Services.

QUALIFICATIONS:

- Bachelor's degree
- Ability to work autonomously, managing multiple responsibilities concurrently
- Attention to detail
- High level of problem solving and organization skills
- Ability to communicate in a professional manner, both within and outside of the department
- Ability to pass a criminal background check and drug screening

DUTIES AND RESPONSIBILITIES:

- Learn about insurance and the structure of The Tribal Domicile
- Attend virtual and in-person training
- Assist in gathering and processing the necessary paperwork for reinsurance companies forming or domesticating in The Tribal Domicile including data entry and quality control
- Assist with maintaining QuickBooks
- Maintain a high level of confidentiality
- Follow the chain of command with any issues or concerns

COMPUTER SKILLS:

- Intermediate typing skills required
- Intermediate Microsoft Office proficiency (Word, Excel, Access, Outlook, File Explorer, PowerPoint) required
- Familiarity with online search engines required
- QuickBooks experience preferred
- Dropbox experience preferred

INDIAN PREFERENCE POLICY:

In accordance with the Indian Preference Act of 1934, (Title 25, USC, Section 47), Delaware and/or Indian Preference will be observed in hiring.