

ISS – CLAIMS & INJURY MANAGER

ISS is a global facility management company with over 510,000 employees throughout 52 countries. We are seeking value oriented people to join our local team of 13,500 working HERO's. ISS service a wide range of sectors including Resources, Aviation & Transport, Healthcare, Education and Commercial.

At ISS, we ensure our employees have a safe work environment and are engaged and motivated to provide the best possible service to our customers, and welcome you to join us on our journey in realising our vision in becoming

"The World's Greatest Service Organisation!"

Our team is growing and we are currently seeking people to join us in the position of **Claims & Injury Manager** at our **Marleston** office, employed on a **Full Time** basis.

The Position:

- Receive, review and process worker's compensation claims and associated documentation
- End to end claims management from early intervention, injury management, return to work planning and implementation as well as team workers compensation programs and strategy
- Facilitate the return to work of injured staff, including the processing of timesheets for partial return to work
- Ensuring the management of claim activities are within required timeframes
- Participation in medical case conferences with injured workers and their treating medical practitioners
- Support ISS staff to manage and increase awareness of Workers Compensation and return to work responsibilities and accountabilities within the business
- Co-ordinate and implement the workplace injury management policy, procedures and programs
- Provide reporting to the Regional manager
- Coordinate regular claims review meetings
- Monitor effectiveness of service providers including medical practitioners
- General administrative duties associated with the management of the portfolio such as authorising payments, drawing cheques and maintaining electronic files.

Minimum Criteria:

- SA RTW Coordinator Certification
- Ability to prioritise and meet deadlines
- Minimum 3 years' worker's compensation experience.
- Experience in working in a self-insured environment is preferable, **however not essential**

Benefits:

- Access to staff discounts with companies

- Traineeship opportunities for eligible employees
- Career development via our internal Learning Management System
- Internal opportunities within our global organisation
- Flexible Working Arrangements

To apply for this role please click on the 'apply' link and complete the online application. You can review your application status and keep up to date with our current vacancies by visiting our ISS Careers Website:

<http://www.au.issworld.com/our-people/Careers>

Before you leave, click on following link to see our inspiring ISS Tribute Video. We hope you enjoy your recruitment experience and we look forward to having you on board!

https://www.youtube.com/watch?feature=player_embedded&v=bbVh9B98WI

"Aboriginal and/or Torres Strait Islander people are encouraged to apply"