

02/12/2020

We are seeking an Investigative Assistant, specifically to process videos and create written reports based on the contents of the videos; and to perform canvassing calling related to requests for information on insurance claims. ****Applicants must be willing and able to make 30-50 phone calls to medical facilities per day and/or review multiple hours of video to create written reports.****

The position requires:

- Reviewing hours of security and surveillance footage for signs of activity
- Creating written reports based on the observations made from the videos
- Creating final video products containing "activity" footage
- Canvassing medical facilities for records
- Requesting medical records with signed authorizations
- Documenting contacted facilities

The position will also require:

- Working on other team-oriented investigative and non-investigative projects
- Telephone inquiries to vendors and outside staff
- Tracking of data in Microsoft Excel

Qualifications:

- Ability to utilize basic video editing software
- Some knowledge of Microsoft Windows, troubleshooting and general strong computing abilities
- Ability to write at a professional level
- Attention to detail
- Multitasking
- Microsoft Excel, Word and Outlook
- Ability to communicate effectively in-person and over the phone

The schedule is part-time but hours are flexible.

Interested applicants are requested to email a copy of their resume to Dan at dklimek@asginvestigations.com and reference the Investigative Assistant opportunity