

WCRB Position Opening

Wisconsin Compensation Rating Bureau

20700 Swenson Drive, Suite 100

Waukesha, WI 53186

Policy Processing Team Member

About Us

The Wisconsin Compensation Rating Bureau (WCRB) is a non-profit statutorily appointed organization charged with the responsibility of developing Workers' Compensation rates, managing, reviewing incoming policy and financial data, and issuing notices and fines. The WCRB also manages the Wisconsin's Workers Compensation Insurance Pool.

This Role

The WCRB has two immediate openings for the position of Policy Processing Team Member. In this position, dedicated qualified candidates will electronically update and review WCRB records related to Workers' Compensation policies. This data entry position requires a high school diploma or equivalent, excellent customer service, attention to detail, and problem-solving skills.

This is a full-time, hybrid position, working remotely most of the time, with mandatory reporting to the office every other Wednesday. Salary commensurate with experience. Benefits include paid time off, paid holidays, health with HSA, dental, vision, pension, 401k, paid training, and tuition reimbursement.

If you have an interest in this role, please send a cover letter, resume' and contact information to human.resources@wcrb.org for consideration.

Other Roles

Impending retirements are causing the WCRB to search for qualified candidates in a variety of positions. If you have workers' compensation data reporting and or technical experience, please submit a cover letter and resume' to the e-mail address listed above.

Wisconsin Compensation Rating Bureau is an Equal Opportunity Employer