



COOK BARKETT PONDER & WOLZ

Case Manager

Job Summary: Are you an enthusiastic and energetic individual who thrives on the opportunity to help others? Can you multitask in a fast-paced environment while successfully meeting all deadlines? Do you remain calm in stressful situations while helping to resolve problems, such as those brought to you by a client, attorney, or insurance adjustor?

Cook, Barkett, Ponder and Wolz is the largest personal injury firm between Memphis and St. Louis and is still growing. CBPW is looking for a motivated, self-starter to become part of our pre-litigation team to fill a Case Manager position. The perfect candidate understands the importance of organization and provides spectacular customer service. If you want to work in an environment where you can learn and grow, support others and feel fulfilled, this is the place for you.

In this role you will handle the pre-litigation phase of our personal injury cases ensuring precision and accuracy for each case. If this full-time position sounds like a perfect fit for you and you would like to become part of our dynamic team, please apply following the directions located below.

Please Read: *Important to Apply* To apply please send cover letter and resume to rleadbetter@cbpw-law.com, with a subject line of Case Manager Application. Do not apply through our website, hiring website, or any other method of application. Failure to follow the above directions will result in automatic rejection of your application.

Key Responsibilities Include:

- Daily case management within our electronic case management system.
- Organization of files and ensuring proper placement of necessary information
- Ordering police reports, medical reports, medical bills, insurance policies, incident photos etc. and reviewing them for completeness and accuracy as needed.
- Maintaining regular contact with clients providing them with timely updates and requesting necessary information for their case.
- Conduct streamlined communication with insurance adjustors, or another attorneys
- Ensuring important deadlines are met.
- Prepare the case for settlement or litigation by requesting Insurance payment information, past pay stubs, or tax documents
- Sending letters to clients, providers, and insurance companies as needed

- Provide Case Progress Oversight guaranteeing smooth transitions and milestones
- Other Duties as assigned.

Our Requirements are straightforward:

- Personal injury experience is preferred, but not required.
- Must possess strong writing and verbal communication skills with the ability to work independently, but also thrive in a group setting.
- Must be friendly and approachable demeanor with professional phone etiquette in all situations
- Must be a problem-solver with the ability to handle challenging situations and prioritize tasks
- Must have a strong organizational skills and attention to detail
- Must be highly proficient in Microsoft Suite and comfortable with technology
- Must have the ability to adapt to quickly to change
- Must demonstrate strong time management and multitasking skills

Education:

- High School Education or GED

Perks:

- 38-hour work week based on 40 hour per week salary
- Employer paid medical benefits, option to add spouse and dependents at employee's cost
- Employer paid Life insurance policy.
- Generous Vacation, Sick, Personal time plan
- 10 paid holidays
- 401(k) with up to 3% company match (aka, free money)
- Annual bonus equal to one full month's pay
- Firm Events (Thanksgiving Parties, Rocking for Relief event, etc)
- On-time Direct Deposit
- Continuing education opportunities

About Cook, Barkett, Ponder and Wolz:

Our mission is to help the injured seek justice and just compensation through world class legal representation delivered with excellence, integrity, and compassion.

We look forward to hearing from you!