Project #746  – Project Summary
Field Claims Specialist
March 2022 – October 2022

Objectives
To manage aspects of our Client’s claims entry process, including collection, data entry and documentation on seed and crop protection claims to assure that all are resolved in a manner that is fair and equitable to both the grower and the Client.

Position Requirements
The contractor will have or develop an understanding of seed and crop protection retail operations and procedures as they relate to agricultural production and cultural practices in order to serve the claims process with the utmost integrity and professionalism. The successful candidate will be self-directed, an effective communicator, computer savvy, able to negotiate conflict resolution when necessary and able to reserve as much as 20-30 hours per week during the contract period. Smartphone and ability to operate a scanner is essential, ownership of a smartphone and scanner is required.

Training
Candidate will be required to attend online training sessions with DCI and the Client. Virtual training sessions will be scheduled early-to-mid March 2022. No work will be allowed nor compensation paid to any contractor that fails to participate in the mandatory training sessions.

Claims Specialist Duties
Contractor will validate / inspect claims submitted through Client’s proprietary computer programs. The contractor will be provided a laptop computer by the Client for the duration of the project. The contractor will enter all claims data in a timely manner via the Client’s web portal. The contractor will also submit a weekly expense report to DCI.
Time Frame
The contractor will be available for assignment from March 2022 through October 2022. Some contractors in specific (Southern) geographies may start on an earlier date and remain on-project after October 1st.

Other Requirements
The contractor must supply a high-speed internet connection, smartphone that has hands-free capability with voice mail, document scanner, and a vehicle in good working condition.

Compensation
Based upon individual contractor background and experience.

Expenses
All necessary expenses incurred will be reimbursed in accordance with the DCI Time and Expense policy. This includes mileage reimbursement at the current IRS rate in effect at the time the mileage is incurred.

Confidentiality
This information is strictly confidential. Any breach of confidentiality will be considered grounds for dismissal from this project and may prohibit contractor from working on future projects with DCI.

FINAL TERMS DISCLAIMER
This document is for informational purposes only and does not constitute an offer to work on this project. Any offer to contract with DCI, if any is made, will be presented in the form of a contract which will contain the final terms of the offer. DCI thus reserves the right to make any changes to the compensation plan or required activities prior to the signing of any agreement between DCI and the contractor.