

JOB POSTING

August 30, 2019

**Claims Representative
(Field Adjuster)
West Bend/Menomonee Falls**

- Position Description:**
1. Verify coverage on newly assigned claims.
 2. Establish and monitor reserves throughout life of the claim.
 3. Investigate claims.
 4. Evaluate damage.
 5. Ensure that proper documentation exists for recovery process (subrogation, salvage, etc).
 6. Settle claims through negotiation.
 7. Provide prompt claims service to claimants.
 8. Provide support to CAT teams (when necessary).
 9. Perform other duties as assigned.

- Qualifications:**
1. Three to five years of multi-line property and casualty claims experience.
 2. Bachelor's degree in business administration, risk management & insurance or related discipline or equivalent work experience required.
 3. Property claims experience a plus.
 4. Outstanding oral and written communication skills.
 5. Ability to operate a personal computer.
 6. Knowledge of auto physical damage, medical terminology and the ability to evaluate injuries helpful.
 7. Must possess a valid driver's license.
 8. Ability to perform the physical requirements of the job such as climbing ladders, walking roofs, working inside collapsed/burnt structures, walking uneven terrain, etc.

How to Apply: CONTACT MARK SCHUSTER, DIRECTOR HUMAN RESOURCES
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