

JOB POSTING

March 15, 2022

Desk Claims Adjuster I – EX15

- Position Description:**
1. Verify coverage on newly assigned claims.
 2. Investigate claims
 3. Settle third-party claims through negotiation.
 4. Investigate and settle first-party auto physical damage claims.
 5. Process 1st & 3rd party med pay claims.
 6. Pursue recoveries on claim files, to include subrogation, restitution and salvage.
 7. Monitor and adjust claims reserves on open claim files.
 8. Take initial calls from insureds, set up claim using First Notice of Loss process and process claims to conclusion (First Call Program).
 9. Complete and send risk alerts to Underwriting department.
 10. Maintain acceptable closing ratio.
 11. Perform other duties as assigned.

- Qualifications:**
1. Three years of property and casualty insurance experience adjusting auto physical damage, med pay and/or small property claims.
 2. Ability to understand insurance policies of all types and be able to evaluate coverage situations.
 3. Outstanding communication skills – oral and written.
 4. Demonstrated problem solving, analytical and organization skills.
 5. Proficient personal computer skills.
 6. Knowledge of auto physical damage, medical terminology and the ability to evaluate injuries.

How to Apply: CONTACT MARK SCHUSTER, DIRECTOR HUMAN RESOURCES
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