

Position Opening

Desk Claims Adjuster - Remote

Duties & Responsibilities:

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

Qualifications:

- Three years of property and casualty insurance experience adjusting auto physical damage, med pay and/or small property claims.
- Ability to understand insurance policies of all types and be able to evaluate coverage situations.
- Outstanding communication skills – oral and written.
- Demonstrated problem solving, analytical and organization skills.
- Proficient personal computer skills.
- Knowledge of auto physical damage, medical terminology and the ability to evaluate injuries.
- Bilingual abilities (Spanish, Hmong, etc.) a plus.

How to Apply:

Email cover letter and resume to:

Mark Schuster, VP Organizational Development
mschuster@ruralins.com
(608) 828-5404

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