



MPIUA JOB OPPORTUNITIES

TITLE: Claims Adjuster

DEPARTMENT: Claims

DATE POSTED: 11/28/2017

FLSA STATUS: Exempt

STARTING SALARY: \$62,300

This position reports to the General Adjuster and has no supervisory responsibilities.

OVERALL FUNCTION:

This position is responsible for the inspection and investigation of moderate-sized property claims, including the timely evaluation, negotiation and equitable settlement of those claims in accordance with the terms and conditions of the policy contract.

JOB REQUIREMENTS:

This position requires a high school diploma or equivalent plus knowledge of building trades. Also required are formal training in construction trades as well as a thorough knowledge of property coverage's, policy interpretation and legal climates, including an awareness of current changes within the insurance industry. Must be able to work independently, have computer proficiency, maintain confidentiality and possess good communication skills. An understanding of property claim investigation techniques is also helpful.

RESPONSIBILITIES:

1. Investigates all claims assigned by the Examiner/Manager. Schedules appointments, evaluates damages and negotiates settlements.
2. Reports accurately on all claim file activity and maintains adequate claim reserves on all losses.
3. Maintains an up-to-date diary system on all active files to control file activity and ensure timely conclusion of the loss.
4. Meets quota of closed claims each month.
5. Controls expenses consistent with company procedures.
6. Meets regularly in the office with the Examiner and/or Manager to consult, handle problems, answer telephone inquiries and receive new assignments.
7. Responsible for the maintenance of company car.
8. All other duties and projects as assigned.