

Open Position: Outside Claims Adjuster

Location: Boston

Job Type: Full-Time, Hybrid

Salary: From \$76,800

Massachusetts Property Insurance Underwriting Association is seeking an Outside Claims Adjuster to join our Claims Department. 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 excellent verbal and written communication skills. An understanding of property claim investigation techniques is also helpful.

#### RESPONSIBILITIES:

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

#### ADDITIONAL QUALIFICATIONS TO PERFORM ESSENTIAL DUTIES:

- Must be able to remain in a stationary position 100% of the time.
- Needs to occasionally move about the office to access documents, office machinery, interact with team members, attend meetings, etc.
- Operate a computer and other office productivity equipment as needed to meet the requirements of this position.
- Read and create both physical and electronic documents.

- Effectively communicate with employees, customers, vendors, and other internal and/or external business partners on the telephone, in writing and in person.
- Think analytically, concentrate on assigned tasks, observe, and remember detail, and make decisions sufficient to meet the requirements of this position.
- Ability to travel as needed to meet the requirements of this position.

We offer an excellent benefits package, a matching 401(k) program, pension program, and we are conveniently located in Government Center.

For more information about Massachusetts Property Insurance, please visit our website at [www.mpiua.com](http://www.mpiua.com). Interested applicants should send resumes via e-mail. We are an Equal Opportunity Employer.