

Open Position: Property Claims Manager

Location: Hybrid

Job Type: Full-Time

Starting Salary: \$138,600-\$208,700

Massachusetts Property Insurance Underwriting Association is looking for a Property Claims Manager to join our Claims department. This position reports to the Director of Claims and directly supervises the Property Claims Examiners and Inside Claims Adjusters.

This position is responsible for, but not limited to, the day to day operation of certain aspects of the Claims Department which includes, to the extent designated by the Director of Claims, daily review with the Claims Services Supervisor on current clerical functions and providing technical support to the Property Claims Examiner and Property Adjusting Staff.

JOB REQUIREMENTS:

This position requires a bachelor's degree or equivalent experience and extensive related property and large loss claims experience, plus litigation, mediation and arbitration experience and a familiarity with changing insurance contracts, laws and regulations. Must have supervisory experience as well as catastrophe planning experience. A full understanding of property claim investigation techniques and building loss estimating procedures is essential. Strong verbal and written communication skills are needed to communicate with colleagues, clients and/or vendors and an ability to express ideas and concepts clearly is required. Must have a willingness to work as part of a team, sharing information and learning from colleagues. Strong analytical skills and a high level of accuracy and attention to detail are crucial. Must be able to work independently, have computer proficiency and maintain confidentiality.

- Responsible for the supervision of internal property claims functions and the assignment of all property losses, offering technical assistance when necessary.
- Offer assistance in the development and education of all direct reports through outside seminars and annual performance evaluation.
- Supervision of quality control systems.
- Responsible for the development of production and work status reports for the Claims Department.
- Assist in the annual preparation of Claims Department budget.
- Supervision and direction of semi-annual Claims Department Reserve Audit.
- Supervision of all Section I and Section II hazardous waste losses.
- Supervision of all fire and extensive losses.
- Administration of new policy provisions and programs as set forth by the Division of Insurance and State Law.
- Supervise and implements catastrophe planning efforts of the Association.
- All other duties and projects as set forth by the Chief Claims Officer.

ACTIVITIES REQUIRED TO PERFORM ESSENTIAL FUNCTIONS:

To complete the essential functions of this position in a complete and timely fashion, the person must be able to:

- 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. Interested applicants should send resumes via e-mail. We are an Equal Opportunity Employer.