



Open Position: Examiner II

Location: Hybrid

Job Type: Full-Time

Salary Range: \$80,700-\$121,000

Posted range is not a guarantee of any particular wage or salary ultimately offered to a candidate. Salary or wage range represents estimates based on typical candidates hired and that various factors may reflect the actual salary or wage offered.

Massachusetts Property Insurance Underwriting Association is looking for an Examiner II to join our Claims department. This position reports to the Property Claims Manager and has no supervisory responsibility.

This position is responsible for the examination of property claims in accordance with Association claims procedure, and the evaluation and pursuit of salvage and subrogation recoveries.

### **JOB REQUIREMENTS:**

This position requires a college degree or prior property claims experience. A familiarity with underwriting standards, insurance policies, property claims investigative techniques, building loss estimating procedures and legal contracts, laws and regulations. Must have a Rhode Island Property Casualty Adjuster license and if does not currently have one, be able to take the test to obtain one. 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 reviewing all property claim files at any stage to ensure proper processing and documentation.
- Responsible for the evaluation and processing of salvage and subrogation recoveries.
- Enter appropriate notes and documentation in the ImageRight and XactAnalysis programs.
- Promptly and accurately make indemnity payments on all assigned claims.
- Promptly and accurately make coverage decisions on all assigned claims.

- Review adjuster reports to confirm that they are accurate, complete and in proper form.
- Supplies informational assistance to producers, insureds and Underwriting staff regarding policy coverage and limitations.
- Assists the Property Claims Manager through the training of inside Associate Claims Adjusters.
- Assists in the semi-annual Claims Department Reserve Audit.
- All other duties and projects as assigned.

### **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.
- 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 internal and external business partners/stakeholders, in writing and in person.
- Think analytically, concentrate on assigned tasks, observe, and remember details, 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. The Association will give fair and equal consideration to all applicants regardless of race, color, religion, sex, marital status, parental status, national origin, ancestry, sexual orientation, gender identity or expression, pregnancy or pregnancy-related conditions, military service, veteran status, age, disability, genetic information, natural or protective hairstyle, prior psychiatric treatment, use of family and medical leave, or any other characteristic protected by relevant federal, state and local laws, except where a good faith occupational qualification applies.