

Position Opening

Claims Adjuster

Position Available: Claims Adjuster, Property and Auto

Date: March 7, 2022

Job Summary:

The Claims Adjuster manages all aspects of property and auto claims. The adjuster assists in fulfilling its obligation to policyholders and maintaining the claims processing functions including; evaluating potential coverage issues, liability and damages, risk transfer opportunities, litigation and settlement matters within the limits of assigned authority levels and in compliance with applicable legal and regulatory requirements. The claims assigned are based on the adjuster's experience and demonstrated aptitude for handling large or complex matters with minimal supervision.

Essential Job Functions:

- Establish and maintain accurate file on all assignments.
- Develop and preserve subrogation evidence on appropriate claims.
- Investigates origin and cause of claims by contacting the appropriate parties including insureds, claimants, agents, attorneys, contractors, experts, special investigation unit, other adjusters, public personnel, etc..
- Identifies complex issues and seeks assistance as needed. Handles claims on a good faith basis.
- Handles both 1st party and 3rd party claims under multiple policies types and numerous endorsements.
- Evaluates damages, and handle claim negotiations with insureds, claimants, attorneys, public adjusters.
- Responds to customer inquiries, makes appropriate decisions and closes file as needed.
- Interprets and determines policies, leases, by-laws, declarations, articles and contract coverages and applies to all parties for assigned losses.
- Proactively provides all parties with claim process and status as appropriate; answers questions or redirects to other areas.
- Comply with all state regulations and guidelines

QUALIFICATIONS:

At least three years of claims experience. Bachelor degree preferred. Proven history of valuing and investigating claims.

PHYSICAL DEMANDS:

Normal office; considerable use of PC. Hybrid work environment.

Please refer resumes to Dana Dowdell, HR Consultant at dana.dowdell@nlcinsurance.com.