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# Example of Center Coordinator Job Description

Our growing company is looking to fill the role of center coordinator. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for center coordinator

* Utilize specialty resources effectively including medical, vocational and rehabilitative staffs to achieve optimum outcomes for claim direction
* Efficient and fair claim management in a high-risk legal environment
* Accurate decision making regarding benefit payments based on a full understanding of the claim
* Clear and concise communication regarding favorable and adverse claims determinations
* Contribute to departmental expectations in both customer service and financial indicators
* Communicate technical information to insureds and field personnel regarding contractual provisions, riders, benefit calculations and claim practices
* Accurate identification and management of those files appropriate for further investigation
* Timely and accurate adjudication of continued waiver of premium files
* Doing analysis according to the training request collected from regions
* Optimizing training plan, and defining the training calendar

## Qualifications for center coordinator

* Must be able to travel between offices when necessary for trainings and meet and greets
* Prior LTD, ID or Worker's Compensation claim experience preferred
* Knowledge of disability contracts and medical
* Proven experience in working with internal and external customers
* Demonstrated success in high stress and dynamic work environments
* Maintaining training center database, and making sure training record is good