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# Example of Claims Administrator Job Description

Our innovative and growing company is looking for a claims administrator. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for claims administrator

* Evaluate performance and identify problem areas
* Define team goals with Director and actively communicates goals and trains to best practice
* Adjust company/department policies to include any changes to practice
* Tracks educational training and appropriate licenses and/or certifications for team and reports to Director on a regular basis
* Assist with processing of liability claims as needed
* Manage third party handling claims through insurance carrier
* Work with Aaron’s legal team on assigning counsel and tracking legal spend
* Educate field office operations on the claims process
* Coordination of all worker’s compensation claims for Aaron’s
* Administration of the company’s Return to Work program by working with associates, managers, and medical staff to ensure that associates returning to work with restrictions are returning to a job that can accommodate the restrictions

## Qualifications for claims administrator

* A sense of urgency and demonstrated commitment to meet deadlines
* Prior experience managing litigation of general liability claims preferred
* Must have excellent empathic skills and the ability to deal with conflict
* Must be able to handle confidential information in a mature and professional manner while using sound judgment and discretion in processing claims and assisting the adjusting staff
* Nursing or medical background preferred
* Mortgage insurance experience preferred