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# Example of Claims Assistant Job Description

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

## Responsibilities for claims assistant

* Assigning new losses
* Assisting with covering the phones at the front desk
* Daily support for staff members
* Additional admin duties as assigned
* Communicate with other AEGON USA offices that might also have coverage
* Post and route financial transactions in accordance with authority level to Claims Specialists & Managers
* Triage queries and routing calls from external contacts
* Assist with coordination of reconciliation and audits
* Participate in inter-team and intra-team ad-hoc projects as required
* Support notice of loss and claim setup processes as needed

## Qualifications for claims assistant

* Ability to effectively communicate orally and in writing with employees, physicians, management, and external business contacts and vendors in a courteous and professional manner
* Administering and processing claims, providing an effective service to clients
* Liaising with insurers and clients making sure that all parties are kept updated
* Keeping up-to-date with all diarised activities, and administering accurate reporting and correspondence when required
* Responding to incoming telephone and email enquiries
* Must be able to prioritize tasks according to strict timelines