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# Example of Claims Consultant Job Description

Our innovative and growing company is searching for experienced candidates for the position of claims consultant. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for claims consultant

* Negotiates settlement of more complex claims up to designated authority level and makes claims payments
* Partners with junior team members on more complex claim reviews and determinations
* Partners with Business Analysts to identify requirements in support of strategic projects
* Managing an assigned client portfolio
* Transactional processing, following up and securing reinsurance recoveries, collateral and timely and accurate system entry of all assigned client activity
* Assessing and submitting client and/or reinsurer presentation materials and communications to resolve questions and secure reinsurer agreement and payment of claims balances
* Coordinating and attending reinsurance audit/reviews with client and reinsurer
* Review open claims and/or premium activity, reconcile records, and facilitate review/audit
* Providing detailed information on claims process for Request for Proposal (RFP) and sales opportunities
* Promoting, building and maintaining relationships with Brokers, Clients and Markets

## Qualifications for claims consultant

* Strong MS Office skills a must
* Excellent time management skills organization skills
* Minimum of 5-10 years of industry Commercial claims experience
* Experience in the area of Workers Compensation (WC) statutes is a must
* Experience within the construction industry is preferred but not required
* Experience with General Contractor and Construction Managers preferred but not required