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# Example of Claims Manager Job Description

Our company is looking for a claims manager. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for claims manager

* Supervise, train and direct reports in the areas of their responsibilities
* Work with the Quality Manager, Claims Supervisors and under the direction of the CIC General Manager to review reports to ensure accurate and timely completion of all reject related work
* Develop relationships with Omnicare operations and billing staff to facilitate a smooth integration and maintenance of the reject management process
* Participate in annual/semi-annual review process and lead employee counseling for the Claims Area, as needed
* Supervises staff, evaluates performance and terminates as necessary
* Participates in organization decision making structure and process by attending meetings and actively participates in discussions
* Engage and develop our ways of working across Lab , SRC and DMI at a Shanghai HUB level
* Maximize and optimize the claims labs approach and deliverables across métier
* Define & Implement the process of developing impactful and consumer relevant claims
* Ensure that we leverage off the performance dossier to drive the development of claims and communications

## Qualifications for claims manager

* Must have great people development skills
* Proven ability to manage multiple tasks simultaneously while producing quality results in an evolving, fast paced environment
* Proven ability to establish and maintain collaborative partnerships across the organization
* Proven ability to see the “big picture”, leading a team to make strong and reliable recommendations for claims resolution
* Some travel required to meet with management, subsidiaries, vendors and to attend mediations
* A minimum of 10 years claims experience across all classes of insurance