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# Example of Claims Representative Job Description

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

## Responsibilities for claims representative

* Must meet departmental production and quality standards related to product or level
* May assist in training less experienced associates or quality check other associates’ work
* Conduct depositions on behalf of the company/insured as permitted
* Prepare and file motions, dismissals and declarations of readiness to proceed with the Board as permitted
* Provide timely hearing reports/deposition summaries to the adjuster
* Complete special tasks as assigned
* Take continuing education courses to maintain licenses
* Collect detailed information about the claim and enter into the AS400 system
* Use computerized system or other tools provided for tracking, information gathering and issues or concerns raised by the customer
* Determine claim eligibility by studying the extended service plan coverage and the terms and conditions

## Qualifications for claims representative

* Good attention to detail and ability to create and maintain a schedule
* Ability to access enter, modify, and retrieve data on PC
* Highly proficient in computer applications Microsoft Excel, Microsoft word and Outlook
* Flexible to learn and navigate new software
* Ability to read, write, and speak English language, composes correspondence, and develops a variety of business reports
* Three to five years of job-related experiences