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# Example of Claims Job Description

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

## Responsibilities for claims

* Prepare monthly/quarterly claim analytics reports for management
* Help analyze key performance indicators for the claims organization
* Work with large data for ad hoc reporting and trend analysis
* Assist with the forecasting and claims strategy
* Help with Fraud, subrogation, medical management and legal analytics
* Manage various claim related databases
* Analyze and validate reinsurance files and corresponding premium payments
* Provide assistance and ensure transparency in the communication to key internal and external clients , IT, business development, actuarial
* Assisting multiple lines of business with operations duties
* Analysis & resolution of both routine and complicated work requests

## Qualifications for claims

* Time spent in pursuit of a Bachelor’s degree
* Associate degree from an accredited college or university with major course work in business administration, liberal arts, public health, healthcare management, or a related field is preferred
* Bachelor’s degree in economics/finance/mathematics or Computer Science (preferred)
* Prior experience as an analyst and/or knowledge of data mining is preferred
* Prior insurance or reinsurance experience is preferred but not mandatory
* Advanced knowledge Microsoft Office