Downloaded from <https://www.velvetjobs.com/job-descriptions/claims>

# Example of Claims Job Description

Our company is growing rapidly and is searching for experienced candidates for the position of claims. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for claims

* Individual will learn, understand and be able to utilize state dig laws and statutes , 811 excavator requirements, NESC standards, CGA guidelines
* Claims advocacy for our clients
* Actively follow team procedures
* Understand where KPI levels are consistently met or exceeded
* Manages all workers' compensation claims processes including setting reserves, action plans, depositions, settlement negotiations/mediations and litigation
* Responsible for administering the Workers' Compensation program in monopolistic states and the Canadian provinces
* Manages the corporate reporting requirements from OSHA
* Coordinating and managing communication with internal and external stakeholders (e.g., underwriting, brokers, reinsurers, external vendors, ) to ensure the highest level of customer service
* Establish facts during the investigation of loss or incident
* Identify, analyze and confirm coverage

## Qualifications for claims

* Advanced problem solving, multi-tasking and organizational skills
* Ability to read legal terms and conditions and understand their meaning and how it applies to work processes
* PC skills including (but not limited to) advanced Word, Excel, Access, and Internet
* Legal documentation (credit agreements, amendments)
* Review and consume information, formulate a recommendation based on language
* Ability to grasp complex scenarios