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

# Example of Insurance Claims Job Description

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

## Responsibilities for insurance claims

* Communicate loss analysis results and loss trends to MSR partners, and act as overall MSR partner support contact related to claims activity and client portfolio
* Responds to Wynsurance Incident Report (IR) or iJet notifications
* Assists Director with gathering pertinent incident information to determine whether an insurance claim should be opened
* Sets up all new project files and enters incident data into database
* Communicates expectations of file quality to franchisees including completeness and accuracy of Record of Drying conditions according to the S-500 standards established by the Institute of Inspection, Cleaning and Restoration Certification
* Be a current college student in a business related major
* Be a quick learner and able to learn basic understanding of property insurance policies
* Be an effective communicator, have excellent customer service skills, and be team focused
* Providing monthly reporting to casualty management that delivers an accurate current state view of casualty operations
* Training appropriate parties in use of reporting

## Qualifications for insurance claims

* Bachelor's degree (or the equivalent) with emphasis in related field
* Minimum of five (5) years of project management or strategic consulting experience in business or process improvement capacity, including use of accepted project management methodologies
* Demonstrated experience in managing projects which impact a large-scale employee and consumer base
* Project Management and/or process improvement certification preferred
* Performance Management certification preferred
* Experience with fast-paced work environments required