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# Example of Representative Senior Job Description

Our company is growing rapidly and is hiring for a representative senior. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for representative senior

* Evaluates the legal liability on which to pursue recovery including the duty owed, breach of that duty, proximate cause and the damages in direct relation to the breach of the duty owed
* Identifies and pursues avenues of recovery that may not have been investigated by the handling referring adjuster
* Takes the initiative when necessary to complete investigations
* Effectively communicates with policyholders, insurance adjusters, underwriters, attorneys and agents both in a timely and professional manner
* Establishes accurate recovery estimates based on the review of legal liability
* Maintains and controls the subrogation pursuit through collaboration with attorneys, vendors and insureds
* Writes effective contentions in Inter-Company Arbitration
* Ensures and processes loss expense payments and allocates recoveries in a timely and accurate manner
* Utilizes a diary system to pro-actively move claims toward recovery resolution
* Makes written recommendations for litigation, vendor utilization or for settlements above authority

## Qualifications for representative senior

* Working with the Government’s Real Time Outfitting Management Information System (ROMIS File)
* Working with and supporting the special needs of the Navy Supply team (Storekeeper), document lessons learned for each delivered ship with the On-Site Stowage Team and the Supervisor of Shipbuilding Groton
* Degree in a Technical Discipline (5 Years of Electric Boat or US Armed Forces Supply Support experience may suffice in lieu of degree)
* Experience in outfitting and stowage management is a plus
* DOD Secret (or higher) Security clearance is required
* Service oriented attitude and desire for future growth