



# Example of Auto Claims Job Description

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Our growing company is looking for an auto claims. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for auto claims

- Identifies and pursues subrogation opportunities
- Leads and develops a team of representatives/specialists ensuring the quality, accuracy, and timely resolution of claims that may include high exposure/complex cases
- Handle moderately complex commercial auto claims including first and third party property damage exposures and bodily injury claims
- Stay abreast of legal developments which impact the insurance industry in general those which are specific to commercial auto claims
- Handles high volume of claims, phone calls and correspondence ensuring claim files are properly documented
- Processes workers compensation claims determining compensability and benefits due
- Stay updated on legal developments which impact the insurance industry in general those which are specific to commercial auto claims
- Analyzes and processes complex or technically difficult general liability claims by investigating and gathering information to determine the exposure on the claim
- Calculates and pays benefits due
- Communicates claim activity and processing with the claimant and the client

## Qualifications for auto claims

- Obtain and maintain state mandated adjuster licenses
- Proficiency with/and ability to understand and follow regulations for State

- Ability to operate in a fast paced customer focused environment, while effectively utilizing telephony and claims operating system
- Technical ability to assess vendor performance and make recommendations leading to a strong vendor relationship
- Ability to develop strong professional relationships with colleagues and valued partners
- Skill to draft and enforce appropriate vendor contractual agreements