



## Example of Claims Administrator Job Description

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Our growing company is looking for a claims administrator. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

### Responsibilities for claims administrator

- Ensure complete and comprehensive Audit (all – internal, external, controls & financial) control & compliance for ANZ
- Validating all scan claims against actualised volumes and deal book prior to approval
- Report any spend outside of approved tactics
- Investigate or reject non reconciling volumes and provide reasoning
- Responsible for following up and ensuring resolution of rejected claims in set time frame
- Validating all pricing claims and ensuring pricing is updated via the pricing controller and processed in a set time frame
- Ensure receipt and reconciliation of weekly and monthly wholesaler data against group deals matrix and report exceptions
- Develop and maintain electronically catalogue all claims data for audit purposes
- Develop and improve reports/processes with a view to drive accuracy and efficiency
- Workers Compensation Claims, Auto Liability Claims, General Liability Claims & Windshield Claims

### Qualifications for claims administrator

- 5+ years of related experience in human resource, workers compensation or

- Must be able to work independently and be self directed, but also have ability and understanding of areas that require authorization and direction from supervisor, and when/how to provide regular updates
- Energetic, driven personality with a demonstrated ability to take initiative, successfully handle and prioritize multiple competing assignments and effectively manage deadlines and meet objectives
- High level of customer service and ability to effectively interact with all levels within the organization outside with various vendors and providers
- Highly organized, with ability to process a very high volume of paper and information in an effective manner, including ensuring that information and its impact on the organization is absorbed and understood
- Should be results oriented, be able learn quickly and make sound decisions after appropriate training