



Example of Claims Assistant Job Description

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Our innovative and growing company is looking to fill the role of claims assistant. 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 assistant

- Serves as administrative support for Catastrophe Storm Team which often requires travel away from home for an extended period of time
- Proficient at operating all regular office equipment, including but not limited to calculators, copiers, fax machines, computers, printers and telephone systems
- Performs other related duties as requested by the Branch Claims Supervisor or Branch Claims Manager
- Assists with interviews, hires and establishes colleague performance development plans
- Put comment in claim file that you have indexed the documents
- Complete stop pay request
- Move salvage to copart by direction of adjuster
- Managing claim file maintenance to include closings, transfers, splits, claim file audit pulls
- Courteously and promptly answer calls received from various parties including 3rd party claimants
- Entering new losses into Claim System

Qualifications for claims assistant

- Ability to empathize with internal customers is important
- Ability to read, evaluate and process documents

- A minimum of 1 year of administrative, clerical or office work experience that included regular use of a computer required
- Must have a satisfactory driving record (no more than 2 moving violations and/or at fault accidents in the past 3 years and no drug or alcohol related conviction on driving record in the last 5 years)
- Must live in the Whitestone, NY metropolitan area