



Example of Claims Specialist Job Description

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Our growing company is looking to fill the role of claims specialist. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

Responsibilities for claims specialist

- Monitor and provide internal clients with specific, objective and practical claim guidance
- Demonstrate strong written communication skills, including the ability to articulate complex coverage and claim facts with clarity and in a way that can be understood by non-insurance professionals
- Review and provide guidance on claim reserve accuracy
- Take final responsibility for delicate files and projects handled within the unit
- Foster working together between teams within Madrid with those teams in other locations
- Gather the appropriate company and public records, , police, fire reports, , as needed
- Shares knowledge of current regulations with staff
- Obtains and analyzing a wide variety of applicable documentation related to assigned claims, some of which may include, , ISO reports, fire reports, police reports, cause & origin reports, medical reports, engineer reports, written estimates, witness accounts
- Supervise implementation of Claims Officers according to turn around time set
- Report to Department Head the status of claims settlement

Qualifications for claims specialist

- Experience with litigated claims having multiple defendants and complex,

- Knowledge and understanding of Return to Work program
- Proficiency in all Microsoft Office Programs, including Word, Excel
- Bachelor's degree and/or 2-3 years claims experience
- Possess strong analytical skills and sound judgment