



Example of Insurance Claims Adjuster Job Description

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

Responsibilities for insurance claims adjuster

- Manages internal process for issuing 3rd party certificates of insurance and collection and tracking of vendor COI's
- Reviews insurance language in company leases and other contracts
- Maintains and posts information on company investor relations web site
- Coordinates investor relations meetings
- Coordinates Quarterly earnings conference calls
- Completes Treasury department duties as needed
- Examine/perform/research & make decisions necessary to properly adjudicate claims and written inquiries
- Interpret contract benefits in accordance with specific claim processing guidelines
- Understand broad strategic concept of our business and link these to the day-to-day business functions of claims processing
- Minimal external contact with providers/agents/policyholders

Qualifications for insurance claims adjuster

- Identifies possibly suspicious claims and claims requiring further investigation
- Associate's Degree required, currently working towards Bachelor's degree strongly recommended for consideration
- Typically has 1 to 2+ years' experience in customer service, financial services, banking, and or retail
- Possesses excellent customer service skills and behaviors

