



## **Claims Examiner (FAIRCO)**

We have the following job opportunity in our **New York, NY** office:

### **Description**

The Claims Examiner will be part of FAIRCO, which is a primary insurance subsidiary of TransRe. As a member of FAIRCO, the Claims Examiner will provide claims handling and administrative support. Responsibilities include, but are not limited to:

- Supporting Senior Examiner in handling Commercial Auto Program
  - Monitoring and handling property damage, collision and bodily injury claims
  - Liaising with vendor partners, such as third-party claims administrator, defense counsel, and MGA
- Supporting Senior Claims Examiner in managing new Excess Casualty Program
  - Monitoring and handling excess casualty claims
  - Liaising with MGA and other external vendor partners
  - Drafting correspondence regarding claims, including excess reservation of rights letters
- Auditing third-party vendors, such as Third-Party Claims Administrators
- Creating all new claims and completing the claim module fields
- Sending acknowledgment letters to brokers and insureds
- Indexing of electronic mail
- Processing/Booking vendor invoices
- Monitoring Claims Hotline
- Reviewing correspondence, identifying the correct Policy or claim number, and coding the document
- Performing various clerical functions associated with Direct/Primary Claims

### **Requirements**

- 1-3 years experience in claims processing in the insurance and/or reinsurance industry
- Strong verbal & written communication skills
- High School graduate (or GED), Associate or Bachelor degree preferred
- Computer literate – Microsoft Word, Excel and PowerPoint
- Good organizational skills
- Self-starting quick learner that can handle multiple requests at a time

Work schedule will be hybrid with 3 days in office with the remainder remote

*Interested in applying for this role? Please visit our [Careers Page](#) to apply!*