



Telephone Claims Adjuster Servicing New Brunswick and Nova Scotia

United General Insurance Corporation has been servicing New Brunswick clients for over 30 years. We are dedicated to providing exemplary service over and above to our customers. We currently have an amazing opportunity to join a growing company. In this exciting position, you will have the chance to join a culture that prides itself on being honest, fair and doing the right thing. As a growing company, we need you on our Team!

Check us out at ugcinsurance.com

The Role

As a Telephone Claims Adjuster, you will be responsible for investigating, evaluating, negotiating and settling automobile liability and property damage claims. You will be reporting directly to the Claims Manager.

Responsibilities

- Analyze initial loss details to determine nature of claim, application of coverage, liability and quantum.
- Maintain high levels of customer service at all times through daily interaction both internally and externally.
- Investigate losses by ordering appropriate reports from appraisers, third party adjusters, etc. and by obtaining statements from insureds, witnesses, and police to determine liability.
- Provide timely and effective communication of decisions to claimants, insureds and Company personnel.
- Recognize subrogation / salvage opportunities when applicable. Control and monitor expenses for outside vendors.
- Adhere strictly to all Statutory Regulations and Code of Ethical Standards
- Display strong skill set in Claims handling with attention to detail.
- Excel to maintain superior quality of claims services meeting best in class.
- Possess a high level of energy, with utmost commitment to the company and our policyholders in your everyday duties.
- Other duties as may be delegated by the Claims Examiner and/or Manager.

Qualifications

- 2-5 years casualty claims insurance experience.
- Has attained a High School Diploma. Post-Secondary education is an asset, or a combination of relevant education and work experience.
- Possess proven negotiation, analytical and organizational skills.
- Effective communication skills and interpersonal skills.
- Working towards Chartered Insurance Professional (CIP) Designation
- Ability to obtain & maintain an Insurance Adjuster Level 4 license for New Brunswick
- Excellent computer literacy, keyboarding skills and time management skills
- Bilingualism (English/French) written and verbal will be considered a strong asset.

Join our Team!

Recognized as a longstanding and respected member of the Mutual insurance company network across Canada, we write automobile, commercial and miscellaneous vehicle insurance for the New Brunswick Mutuels and since August 2020 the Nova Scotia Mutuels clientele.

We value honesty, integrity and respecting one another. Our employees enjoy opportunities for career development, fitness classes, full health, dental, life and retirement package, RSP plan and a volunteer program to name a few. A scholarship program is available for children of employees.

United General is committed to creating an equitable, diverse, and inclusive work environment for all, regardless of race, colour, religion, gender, gender identity, sexual orientation, national origin, or age

If this position is for you, please send your resume to claims@ugic.nb.ca

We would like to thank all applicants for their interest however only those selected will be contacted for an interview. This posting will expire on October 29, 2021.

A subsidiary of

