



## POSITION OPEN TO INTERNAL AND EXTERNAL CANDIDATES

**TITLE:** Claims and Risk Analyst (Inside/Outside Adjuster)

**NO OF VACANCIES:** One Vacancy (1)

**LOCATION:** ATLLC – Convent, Louisiana

**PAY:** Salaried Position/Exempt – Compensation to be addressed by Human Resources to qualifying candidate(s) upon job offer extension; Salary offered corresponding with experience.

**APPLY:** Resumes will be accepted until the job/position is filled

Please send resume to: [svicknair@associatedterminals.com](mailto:svicknair@associatedterminals.com), [dawn@associatedterminals.com](mailto:dawn@associatedterminals.com), and [resumes@associatedterminals.com](mailto:resumes@associatedterminals.com)

**WEBSITE:** <https://recruiting2.ultipro.com/ASS1017ASTER/JobBoard/fafe1ffb-5b56-4439-b1a1-ea53964f717e/OpportunityDetail?opportunityId=5b493367-2981-4c32-8c24-e2c79e0dc388>

We are looking for a talented person externally that is attentive to detail, organized, can resolve problems, has claims handling experience in the maritime sector managing personal injury, property, and auto claims, is diplomatic, can legally drive, can work on a call out basis as needed, will manipulate various reports electronically, utilize a computer, multi-task, and manage a high volume of claims. The appropriate candidate will have excellent communication skills and can establish good relations with all levels of workers. Below is an outline of the job criteria/job duties.

**POSITION TITLE:** Claims and Risk Analyst (Inside/Outside Adjuster)

**POSITION SUMMARY:** Investigate, analyze, and determine the extent of company's liability concerning personal, casualty, or property loss or damages, and attempt to affect a settlement with claimants. Correspond with or interview medical specialists, agents, witnesses, or claimants to compile information. Calculate benefit payments and approve payment of claims within a certain monetary limit.

### ESSENTIAL JOB FUNCTIONS:

- Analyze claims for coverage. Evaluate and address coverage issues and determine appropriate reserving levels
- Maintain an active claims diary in Company's claim system
- Proactively investigate, manage, report findings, negotiate, and resolve exposure claims involving both simple and complex claims/issues and/or litigation. Maintains control over claims process.
- File regulatory reports as needed
- Verify the cause and extent of property damage by reviewing records and damages documentation; enlist surveyors, leadership, and consultants as needed
- Manage all personal injury and illness claims that originate at work from the time of the incident until release to full duty/MMI status is obtained
- Obtain recorded and written statements when necessary
- Set up, coordinate, and distribute compensation payments in accordance with the applicable governing law
- Coordinate processing and approve proper payments for claims invoices within the authority granted
- Arrange and attend doctor/diagnostic appointments with the claimant(s)
- Manage communication with internal employees, department managers, executives and external stakeholders (Brokers/Vendors/Lawyers)
- Coordinates with Operations department for light duty assignments and return to work status for injured



- Properly assess subrogation opportunities and assert accordingly
- Appropriately deals with information that is considered personal and confidential
- Attend depositions, mediations, arbitrations, pre-trials, trials and other legal proceedings as needed.
- Required to assist with fulfilling subpoena and discovery requests
- Other duties as requested or assigned by Supervisor or Manager

### **EXPERIENCE REQUIREMENTS:**

Two to five years' experience claims handling, preferably in a marine environment. Jones Act, USLH, State act worker's comp (LA) and Maritime knowledge preferred.

### **EDUCATIONAL REQUIREMENTS:**

High school graduate or equivalent education and experience. College degree preferred.

### **SKILL REQUIREMENTS:**

- Working experience in the marine industry is preferred.
- USLH, State Comp, Property, Maritime, Jones Act knowledge
- Experience in a similar position or in an industrial setting is preferred.
- Strong organizational skills
- Report writing capabilities
- Analyze financial exposures
- Understands legal procedure
- Exercises Professional Judgment
- Ability to consistently meet daily, weekly and monthly deadlines.
- Good verbal communication skills, and proven people and organizational skills.
- An advocate of team concept.
- Interpersonal communication
- Commitment to customer service and ability to work in a team-oriented environment.
- Ability to manage multiple tasks simultaneously.
- Ability to work in a fast-paced environment.
- Ability to administer operational policies and procedures.
- Ability to work in a team environment and with other Managers and Supervisors;
- Ability to work extended hours, including holidays, weekends, and after normal business hours as needed.
- Ensuring compliance with department policies and procedures and applicable laws, rules, and regulations.
- Proficient in Microsoft Office applications (Word, Excel, Outlook); and other applicable applications.

### **WORK ENVIRONMENT:**

Warehouse, industrial, maritime, and office exposure. While performing the duties of this job, employee will be exposed to moving mechanical parts, fumes, odors, dusts, gases, chemicals, oils, extreme temperatures, loud noises and vibration.

This position will be required to perform duties at various worksites including docks and vessels.

### **PHYSICAL REQUIREMENTS:**

The physical nature of the work may vary from day-to-day based on department needs, however the job will require the incumbent to be able to perform the following: driving, manual dexterity, climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, typing, grasping, feeling, talking, hearing, seeing, calling, and repetitive motions.

Moderate Work: Exerting Up to 50 pounds of force occasionally.



**CERTIFICATIONS/ LICENSES:**

- TWIC Card (required)
- Must pass pre-employment drug tests as well as random drug screening
- First Aid/CPR (can be obtained upon hire)
- Driver's license (must be valid/active)