



GENERAL INSURANCE COMPANY

POSITION TITLE: BODILY INJURY CLAIMS EXAMINER
DEPARTMENT: PERSONAL LINES DIVISION / UNDERWRITING

PRIMARY RESPONSIBILITIES

- Investigate and gather information from insured, third party's; direct independent adjusters on claims investigations, where necessary
- Handle desk of up to 200 Property and Casualty Litigation files from Ontario, East Coast, and Alberta
- Comply with internal Performance, Control and Service standards associated with this position (listed below)
- Appropriately evaluate, reserve and settle Bodily Injury files within authorization authority
- Contact, discuss and obtain information from third party companies and lawyers
- Direct, instruct and advise our own council and adjusters with direction on defence files
- Attend private/mandatory mediation, pre-trial and trials
- Ensure all claims reserves are appropriately adjusted on a timely basis
- Respond to instruction from Management
- Responsible for adherence to several internal reporting process to Supervisor/Manager
- Perform objectives related to reserve accuracy, closure ratios, reporting, expense control, compliance and customer service.
- Attend internal committees and reviews as required

REQUIRED QUALIFICATIONS

- Post-secondary education in a related field
- CIP or FCIP or working towards FCIP
- Minimum of 5 years experience in Claims AB technical or service areas
- Strong time management and organizational skills
- Ability to effectively set priorities to meet deadlines
- Ability to identify and resolve problems
- Strong attention to detail
- Proven team player with positive attitude to achieve excellent service delivery
- Professional and courteous in all interactions
- Excellent verbal and communication skills
- Excellent analytical and negotiating skills
- Ability to multi-task and work under pressure
- Adaptable to changing environments
- Intermediate to Advanced level MS Office, with proficiency in Excel

If you would like to apply for this position, please contact our Human Resources Department at:

Email Address: careers@egi.ca

Facsimile: (905) 214-7911