

BADGER MUTUAL INSURANCE COMPANY

JOB POSTING

| | |
|---|---|
| POSITION | Property Claims Adjuster (Trainee) |
| DEPARTMENT | Claims |
| PRIMARY DUTIES | Investigates and adjusts Property Claims from the home office. |
| EDUCATION AND/ OR EXPERIENCE | High school diploma/GED required. Bachelor's degree with professional designations preferred or equivalent education and work experience. |

SUMMARY

Working from the home office, the property claims adjuster investigates and settles moderate-to-difficult claims for assigned lines of business promptly and equitably. Reviews coverage, determines liability and compensability, secures information, arranges property damage appraisals and settles claims.

Candidates must be able to:

- Read, analyze and interpret insurance policies, insurance claim documentation and legal documents.
- Respond to common inquires or complaints from policyholders, regulatory agencies or members of the insurance community.
- Add, subtract, multiply and divide in all units of measure using whole numbers, common fractions and decimals.
- Communicate respectfully and effectively with department staff, other company employees, policyholders and claimants.
- Resolve conflicts in priorities and disseminate information clearly to solve problems, promoting team efforts to settling claims.
- Computer literate and ability to work in paperless environment.
- Proficient in composing correspondence and file documentation
- Exercise common sense

If you are interested or if you know of a good candidate, please contact Theresa Perry or Karen Kirk at 414-383-1234.