



Arcina is a boutique risk consulting firm headquartered in downtown Los Angeles that delivers insurance archaeology, claims management and claims advocacy services to Fortune 1000 companies, public entities, non-profits and insurers. We are seeking candidates to join our growing team.

JOB DESCRIPTION

Title Claims Specialist

Summary

The Claims Specialist will coordinate complex general liability claims notifications (i.e. longtail liability) on behalf of corporate clients to insurance carriers. Builds and maintains relationships between clients and insurers to deliver outcomes. Coordinates various aspects of clients' projects from client to insurer communication to handling and noticing claims to securing recoveries.

Essential Duties and Responsibilities

- Review complaints and prepare claims notification letters to insurance carriers
- Track and record acknowledgement letters from carriers
- Functions as liaison between Clients and insurance carriers
- Obtains notices and prepares for distribution to law firms, carriers, clients etc.
- Provides status reports to Clients, also ensuring internal stakeholders are well informed
- Update client claims database with new claims and updated information
- Seek reimbursements from carriers for defense costs
- Manage general liability, property, casualty and environmental claims reporting, investigation and disposition with a focus on claims management and cost reduction
- Prepares and coordinates with defense counsel and insurers on status of claims

Education/Experience

- Bachelor's degree from a four-year college or university in business or related field, or equivalent practical insurance claim management experience
- A minimum of 3 - 5 years of experience with an insurance broker, insurer or third-party administrator
- Strong knowledge of the evaluation, interpretation and communication of insurance claims and coverage; knowledge of general liability policies and coverages a plus
- Experience with complex general liability claims a plus
- Legacy claims experience (i.e. asbestos, environmental) a plus
- Skilled in Microsoft Office Suite (Word, Outlook, Excel, and PowerPoint)
- Good oral, written and interpersonal communication skills
- Demonstrated ability to efficiently organize work and manage time and multiple projects in order to meet deadlines
- Self-starter and an ability to work independently