



Arcina is a boutique risk consulting firm headquartered in downtown Los Angeles that delivers insurance archaeology, claims management and claims advocacy services on behalf of Fortune 1000 companies, public entities, non-profits and insurers. We are seeking candidates who want to work with top name clients and prefer a small office setting.

JOB DESCRIPTION

Position: Claims Coordinator – Mass Tort Claims
Status: Hourly Non-Exempt
Hours: Fulltime

Summary

The Claims Coordinator will roll up their sleeves to handle mass tort/ complex claims notifications (i.e. longtail liability) on behalf of corporate clients to insurance carriers which would include the intake, tendering and tracking of general liability, excess reporting, property, casualty and environmental claims. Reporting to the firm's principal, the Claims Coordinator will have client interaction but also collaborate with team members behind the scenes.

Duties and Responsibilities

- Review complaints, draft correspondence and prepare claims notification letters to insurance carriers
- Track and record acknowledgement and coverage position letters from carriers
- Update client claims database with new claims and updated information
- Conduct document review
- Functions as a liaison between clients and insurance carriers
- Obtains notices and prepares for distribution to law firms, insurance carriers, clients etc.
- Prepares and coordinates with defense counsel and insurers on status of claims
- Collaborates with Complex Claims Consultants and administrative staff
- Handle special projects as assigned by the firm's principal

Qualifications

- Bachelor's degree from a four-year college or university or equivalent practical insurance claim management experience
- 3- 5 years of experience with an insurance broker or insurer
- Knowledge of general liability policies and coverages
- Complete understanding of the lifecycle of general liability claims
- Legacy claims experience (i.e. asbestos, environmental) a plus
- Proficient in Microsoft Office Suite (Word, Outlook, Excel)
- 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

- Ability to show discretion in handling confidential and sensitive information
- Professional demeanor and good interpersonal skills
- Reliable
- Some heavy lifting may be required

Arcina Risk Group LLC is an equal opportunity employer