

Philadelphia Insurance Companies (AM Best rating of A+; Ward's Top 40; Forbes' Top 400 Big Companies), designs, markets and underwrites Specialty Lines and Commercial Package products on a niche basis. We are currently conducting a search for Claims and Senior Claims Examiners in our Commercial Property, General Liability and Professional Liability departments in our Lawrenceville, NJ and our Bala Cynwyd, PA offices.

The Claims Examiner will be responsible for analyzing insurance claims to determine the extent of the Insurer's obligations and to settle claims with first and third party claimants in accordance with policy provisions and applicable law. Specific duties include:

- * Read and analyze initial claim report documents to assess the nature of claim and the likely exposure that could arise from the claim;
- * Compare data on claim application with policy file and other company records to ascertain the likelihood that anticipated exposures from an occurrence may be covered for benefits under an insurance contract;
- * When necessary, contact insureds, insured's agents, underwriting department employees, claims managerial personnel, lawyers and/or others to resolve coverage questions. Access industry resources to assist, as necessary;
- * When necessary, correspond with insureds, claimants, witnesses, insurance agents, and others to obtain loss related information, correct errors or omissions on claim forms, and to investigate questionable information or entries;
- * Determine the necessity for and the engagement of third party vendors (including but not limited to independently employed claims examiners, appraisers, engineer experts, lawyers, and doctors) to assist with obtaining loss details;
- * Apply applicable laws, regulations and statutes;
- * Contact insureds, claimants, public adjusters, lawyers and others to negotiate settlements of insurance claims (within authority assigned by management) in accordance with policy terms, conditions, exclusions, and applicable law;
- * Determine adequate reserves to be set for assigned claim exposures. Payment of claims. Completion of various reports and communications to document activities, evaluations, and decisions;
- * Maintain organization of claim documents in claim files, organization of claims files, outgoing and incoming correspondence, and scheduling of necessary activities as required for each claim;
- * Travel as necessary (with advance notice to claims management) to attend arbitrations, mediations, settlement conferences, monitor trials, conduct investigations, for attendance at education seminars or to participate in customer service or relations.

Requirements Bachelors degree from a four-year college or university is preferred. A minimum of five years insurance claims experience is required. MS Office skills required.

PIC offers a comprehensive benefit package, which includes full medical/dental on day one of employment, tuition reimbursement, health club membership, and a generous 401K match. Our rich history of outstanding results and growth allow us to focus our business plan on continued growth, new products, people development and internal career opportunities. If you enjoy working in a fast-paced work environment, possess the necessary skills and would like consideration, please submit your resume to kshannon@phlyins.com or apply on line at <http://careers.phly.com>. For more information on Philly Insurance please visit our website at www.phly.com