

## Claims Administrator

Port Authority is seeking a Claims Administrator to Issue liability and workers' compensation payments as requested. Prepare monthly reports for Director of Claims.

### Essential Functions:

- Prepare and issue vouchers for liability and workers' compensation units as requested utilizing Peoplesoft.
- Enter check numbers into Riskmaster system on all payments issued.
- Enter all WC medical payments and PeopleSoft interface failed payments into Riskmaster.
- Records and maintains an accounting and balanced record on database of all claims settlements, litigated settlements, first party payments, subrogation, property damage payments and workers compensation indemnity and medical payments and other claims-related payments on a weekly and monthly basis.

### Job requirements include:

- Associate Degree in business or related field. Directly related experience may be substituted for education on a year-for-year basis.
- Minimum of 3 years of experience in claims or related field.
- Customer Service oriented with the ability to handle emotionally charged situations.
- Professional, effective oral and written communication skills.
- Excellent organizational skills.

### Preferred attributes:

- Experience in the use of Microsoft Windows, Word, Excel and Access.



We offer a comprehensive compensation and benefits package. Interested candidates should forward a cover letter (with salary requirements) and resume to:

Glenn Huetter  
Employment Department  
345 Sixth Avenue, 3<sup>rd</sup> Floor  
Pittsburgh, PA 15222-2527  
[GHuetter@portauthority.org](mailto:GHuetter@portauthority.org)  
EOE