

Senior Adjuster

Port Authority is seeking a Senior Adjuster to perform investigation and settlement of assigned claims and other assignments as assigned.

Essential Functions:

- Investigate each claim through prompt and courteous contact with appropriate parties such as claimants, witnesses, medical providers and technical experts to determine extent of liability and damages.
- Obtain all investigative reports, i.e. Police, CIB, Medical Records etc. needed for successful disposition of each claim.
- Maintain effective diary system for appropriate claim management.
- Document claim file activities in Riskmaster.
- Prompt and proper disposition of all claims within assigned authority in accordance with established guidelines.

Job requirements include:

- High School Diploma or GED.
- BS/BA degree in Criminal Justice, Business Management or related field. Directly related experience may be substituted for the education on a year-for-year basis.
- Minimum of two (2) years general liability and property damage claims experience.
- Customer service oriented with the ability to handle emotionally charged situations.
- Professional and effective communication skills.
- Excellent organizational and planning abilities.
- Valid PA driver's license.
- Demonstrated ability in the use of Windows.

Preferred attributes:

- Demonstrated ability in the use of Microsoft Word and Access.



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

Amy Giammanco
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Pittsburgh, PA 15222-2527
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EOE