

SOUTH DAKOTA CLAIMS ADJUSTER



DEPARTMENT: Claims

REPORTS TO: Claims Supervisor

JOB OVERVIEW AND OBJECTIVES: The Adjuster is responsible for the timely and accurate disposition of claims as assigned in South Dakota and surrounding areas. He/she is expected to maintain a working knowledge of regulatory rules and Company regulations and procedures to ensure that payments and settlements are made in accordance with Company practices and procedures.

DUTIES AND RESPONSIBILITIES:

- Ensure the accurate and timely disposition of claims as assigned in accordance with Company, state, and federal standards.
- Seek training, guidance and assistance as necessary to provide timely and effective error resolution.
- Work closely with the Compliance Department as necessary to accomplish Company goals.
- Develop and maintain close working relationship with all Company personnel, agents and insureds within relevant territory.
- Work closely with other claims personnel to ensure timely and accurate reporting of open claims and reserves to the Claims Manager.
- Other related duties as assigned.

MINIMUM QUALIFICATIONS:

- Ability to travel to across South Dakota and surrounding states as needed
- Demonstrated oral and written communication skills.
- High level of professionalism and ability to maintain confidentiality.
- Capable of climbing high structures such as grain bins and walking for extended distances on uneven and rough terrain.
- Previous crop insurance experience required.
- Experience in agriculture preferred.
- Current CAAP certification required.

WORK ENVIRONMENT AND HOURS: Must be willing to work extended hours, including occasional weekends, during the crop season to finalize all claims assigned. Must be able to work effectively from an office in the home. This position requires travel, potentially including overnight travel for extended periods.

Apply by submitting your resume to ArtD@contactprm.com

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