



Position: Part-Time Commercial Property and Casualty Insurance Claims Specialist

Claims Specialist Job Description: This position is responsible for claims oversight for new and existing clients for a commercial property and casualty insurance brokerage. The ideal candidate will be able to create and implement processes and procedures to further enhance Rhodes' client advocacy capabilities.

Claims Specialist Job Duties:

- Day-to-day claims servicing of clients, including: reporting first notice of loss, policy interpretation and coverage questions, claims advocacy, monitoring claims status, and working towards favorable payment resolutions.
- Responding to client's inquiries and to providing answers promptly throughout entire claims process, including large scale claims events across multiple locations.
- Maintaining client correspondence and claims information in the agency management system.
- Developing work flows and procedures to ensure the quick and efficient processing and resolution of claims, as well as effective communication with clients and colleagues.
- Claims analysis and portfolio oversight to assist in renewals and client proposals.
- Acting as an advocate between clients and insurance carriers to resolve service or coverage issues that require policy interpretation and/or experience-based judgment to resolve.
- Developing and maintaining relationships with insurance carriers and adjusters.
- Additional duties and responsibilities as needed.

Skills/Qualifications:

- 5 years of commercial lines experience required with a P&C and/or adjusters license preferred.
- Excellent computer skills and the ability to learn agency management system software and other automation/internet programs as required.
- Knowledge of Microsoft Office products including Word, Excel, and Outlook required. Experience with AMS 360 preferred.
- Ability to communicate effectively with prospective and existing clients, as well as other Rhodes colleagues.
- Organizational skills and high attention to detail required.
- Willingness to attend educational classes.
- A high school diploma required; college degree preferred.

Salary Range: Commensurate with ability and experience.

Please submit resumes and inquires to info@rhodesra.com

About Rhodes: Rhodes Risk Advisors is a full service insurance brokerage based in Atlanta, Georgia. We focus on delivering client centric services, engaging in continuous dialogue long before our products or services are purchased. Our goal is to use the most innovative solutions to help reduce our clients' overall cost of risk, improving their bottom-line revenue. Using the most sophisticated technology in the business, our clients have 24-hour access to print certificates, initiate claims, and make changes to their policy data. Providing our clients with an ease of doing business is the basis of Rhodes' growth and success.