

CLAIMS REPRESENTATIVE – AVIATION INSURANCE – LOS ANGELES (PASADENA), CA

About Us

America's First Name in Aviation Insurance -- Our tagline is far more than just a marketing slogan – it's literally true.

In 1928, two enterprising pilots developed the idea of offering specialized insurance to the aviation industry. Working diligently, they established USAIG, an insurance pool composed of insurers dedicated to providing expertise in aviation underwriting and claims handling. USAIG quickly became and today remains a leading insurance provider to all segments of the aviation and aerospace industry. United States Aviation Underwriters, Inc. (USAU) manages an insurance pool of member companies, United States Aircraft Insurance Group (USAIG) and underwrites on behalf of the member companies within the USAIG pool.

We are a subsidiary of General Re Corporation, a leading global reinsurer, and a member of the Berkshire Hathaway Inc. family of companies.

Position Description / Requirements

Do you have a pilot's heart and an accountant's attention to detail? If so, we'd like to hear from you! We currently offer an excellent opportunity for a Claims Representative in our Los Angeles (Pasadena) Branch Office.

The successful candidate will be responsible for investigating, handling and settlement of USAIG claims as well as performing various administrative functions by engaging in duties and responsibilities which include but are not limited to the following:

Position Responsibilities:

- Investigate on-scene accidents as required
- Successfully identify and assess liability, damages and insured's exposure
- Review insurance claim forms and related documents for completeness
- Call or write foreign or domestic brokers or other involved persons for claim information and post or attach information to claim file
- Review insurance policy to determine coverage
- Stay abreast of case law changes in various jurisdictions
- Establish and adjust reserves in accordance with guidelines and department procedures
- Review collection advices (loss and expenses)
- Take initiative in regard to early claim resolution
- Oversee processing of payment/cash requisitions
- Transmit routine claims for payment or advise claims manager if further investigation is indicated
- Make claim presentations as required, both internal (senior management) and external (clients/brokers)
- Prepare reports as requested
- Perform miscellaneous duties and projects to be completed as assigned

Experience/Qualifications:

- Bachelor's Degree; aviation/business related concentration preferred
- Prior experience in aviation related business preferred; Two to four years experience handling hull or aviation liability claims preferred
- A&P mechanic's license desired
- Private pilot license with instrument rating desired; approximately 300 plus flight hours preferred
- Ability to perform successfully in a fast paced environment and take initiative in regard to early and efficient claims resolution needed
- Strong computer skills required; knowledge of software applications; i.e. Microsoft Office Word, Excel and Access desired
- Flexibility to travel (occasional overnight travel); sometimes with short notice required
- Strong analytical and negotiation proficiency required
- Excellent interpersonal skills; ability to deal with all levels of personnel, claimants, attorneys, agents and brokers needed
- Strong organizational and communication skills, both written and oral, required; good presentation skills desired
- Self-motivated, team player preferred
- Ability to prioritize and handle various projects with minimum supervision required
- Ability to work well under time constraints and meet deadlines needed
- Ability to maintain high productivity and generate quality output required
- Punctuality and reliability necessary
- Obtain a state insurance adjuster's license and meet ongoing continuing education requirements necessary
- Willingness to take personal and professional development and insurance related courses required

Contact:

Please submit your resume and cover letter to Karen Rafferty at: karen.rafferty@usaig.com

It is United States Aviation Underwriters, Inc. continuing policy to afford equal employment opportunity to all employees and applicants for employment without regard to race, color, sex, (including childbirth or related medical conditions), religion, national origin or ancestry, age, past or present disability, marital status, liability for service in the armed forces, veterans status, citizenship, sexual orientation, gender identity or any other characteristic protected by applicable law. In addition, United States Aviation Underwriters, Inc. provides reasonable accommodation for qualified individuals with disabilities in accordance with Americans with Disabilities Act.