

Claims

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Centennial, CO 80112

Claims Services Representative

The Colorado School Districts Self Insurance Pool (CSDSIP) seeks a full-time Claims Services Representative to provide efficient and effective claim services consistent with established Claim Services goals, standards, and objectives for Member school districts throughout the State of Colorado.

The Claims Services Representative works under the direction of the Manager of Claims Services and the Senior Property Claim Specialist to investigate, evaluate, and adjust commercial property claims. The Claims Services Representative may also handle some General Liability, Auto and other Ancillary lines of claims.

The ideal candidate will be a self-starter, capable of working independently and concurrently managing multiple projects and tasks, be detail-oriented, and provide outstanding customer service. Proficiency in Microsoft Excel, PowerPoint, and Word are required. The candidate must be a clear oral and written communicator, have strong public speaking skills with the ability to present information to team members and leadership; and have excellent time management skills. Candidates are accountable for handling high frequency, low severity claims approximating less than \$25K in value. A background in claim adjusting and public entity experience is preferred.

CSDSIP values teamwork. The Claims Service Specialist should be comfortable collaborating in and across departments and supporting colleagues in providing outstanding customer service across the organization.

This position involves frequent in-state travel with up to 30 overnights per year. Candidates should have a clean driving record and carry a valid driver's license.

Founded in 1981, CSDSIP provides liability and property insurance and risk management to Colorado school districts, boards of cooperative educational services and charter schools. We are committed to providing superior customer service to our Members. As a Member owned and governed self-insurance pool, we work hard to ensure our products and services inform and empower our Members.

CSDSIP offers a competitive compensation and benefits package for employees, including a generous 401(k) match; participation in the Colorado Public Employees Retirement Association; paid medical, dental, and vision insurance; and a flexible schedule. Office attire is usually casual, and our atmosphere is more relaxed than the typical corporation.

Salary range: \$48,296 - \$56,000

CSDSIP is an equal opportunity employer and does not discriminate based on race, age, creed, color, religion, national origin or ancestry, sex, gender, disability, veteran status, genetic information, sexual orientation, gender identity or expression.

Submit resume by email to stevea@csdsip.net