**Claims Representative**

**Primary Job Functions:**
We have an immediate opening in our home office located in Hanover, Maryland. This inside position is responsible for conducting liability and coverage investigations, bodily injury and property damage evaluations, as well as successfully negotiating the settlement of first- and third-party injury and property damage claims.

**Qualifications:**
Qualified applicants should have 2 to 5 years of experience adjusting automobile accident claims. Bachelor’s Degree or equivalent industry experience. Attention to detail and ability to multi-task. Excellent communication, organizational and customer service skills. A high degree of motivation and team orientation. Proficiency with property damage estimates. PC experience with knowledge of Word, Excel and Outlook.