

The Niagara Region has a permanent full-time **Claims Examiner** position available.

Reporting to the Risk Management Program Manager the incumbent is responsible for the administration of claims, including claim response, assessment, defense, settlement negotiation, and the disposing of claims as delegated by the Risk Management Program Manager for the Corporation, the Niagara Police Services Board/Niagara Regional Police Service ("NRP") and Niagara Regional Housing ("NRH").

Requirements

- Three years to five years minimum in the insurance industry with focus on liability claims
- Knowledge of and successful experience applying various legislation that governs all operations of Niagara Region , NRP and NRH
- General understanding of the Niagara Region's various service operations and related issues
- Demonstrated ability to communicate and professionally represent Niagara Region with various agencies including members of the public, elected officials, other municipalities, insurance and adjusting companies, legal counsel, Police Services, the judiciary and Court officials
- Knowledge and experience in internal investigative processes

Education

- College or University degree or diploma in a related field
- Successful completion of a CIP (Chartered Insurance Professional) designation
- Formal training in communication skills, negotiation skills and time management

Skills

- Comprehensive knowledge of claims management and insurance requirements based on practical experience and continuous learning
- Proven ability to negotiate, interpret and evaluate insurance provisions and policies
- Solid knowledge of the insurance industry and claim practices
- Solid knowledge and experience with civil proceedings, filings and court documents
- Proficient in various competencies that include highly developed human relations skills, with the ability to communicate (both verbal and written) and develop solid internal and external relationships,
- Proven ability in analytics and effective report writing
- Strong conflict resolution skills
- Ability to work with minimal supervision
- Strong attention to detail
- Ability to multi-task and prioritize

- Strong organizational skills
- Must be able to maintain a high level of confidentiality
- Strong ability to manage and prioritize workload and files
- Excellent working knowledge of Microsoft Office Suite

Job Opening # 15978

Uncover the wonder of the Niagara Region and join a team dedicated to meeting tomorrow's challenges!

To explore this opportunity and apply online, please visit the [online posting](#). Let us know why you would be an excellent team member by submitting your online application no later than **February 8, 2016** before midnight.

We appreciate receiving all expressions of interest; however, only those candidates invited for an interview will be acknowledged. We are an Equal Opportunity Employer.

Great Careers & Healthy Lifestyles

Picturesque, multi-cultural, and rich with tourism, industry, and agriculture, Niagara region encompasses the famous Falls and world-class vineyards. With a population of well over 430,000, our 12 communities have made us one of the most desired places to live, work, and play.

With over 3,000 employees, Niagara Region is responsible for such diverse areas as land use planning, transportation, water and wastewater treatment, waste collection and management, emergency medical services, public health, children's services, and seniors' programs to name a few. Niagara Region offers great career opportunities in municipal service and our competitive salaries, attractive benefits, and wealth of programs will support your personal wellness and professional growth.

We value Choice, Honesty, Respect, Partnerships, and Service. If you share the same passion, we want to hear from you.

www.niagararegion.ca