

## **ADVERSE SUBROGATION SPECIALIST**

### **POSITION SUMMARY:**

Responsible for the investigation, evaluation, negotiation and settlement of a caseload third party claims. In the course of their duties the Third Party Mitigation Specialist works towards mitigating damages while maintaining high standards of integrity and thoroughness in the handling of their cases.

### **PRINCIPAL ACCOUNTABILITIES:**

#### Negotiation/Mitigation

- Negotiate compromise settlements when appropriate
- Review damage supports submitted by adverse carriers, utilities and municipalities
- Apply comparative negligence when warranted
- Review, evaluate and respond to Diminished Value claims, collaborating with claims counsel and Independent Appraisal Supervisors

#### Investigation/Claims handling

- Evaluate coverage, identifies and acts upon coverage issues, investigates and determines liability
- Conduct recorded statement interviews when needed
- Handle adjustment and payment of first and third party claims in a timely manner

#### Communication

- Respond to Intercompany Arbitration filings
- Act as Arbitration panelist, reviewing damage and liability disputes and rendering binding decisions
- Use their verbal and written communications skills to project professionalism and integrity to internal and external contacts
- Collaborate with Property and Auto claims as well as subrogation counsel when needed

#### Other Responsibilities

- Maintain a log of mitigation results
- Maintain a diary system to ensure the timely review of files
- Required to cross train in first party subrogation procedures to act as backup
- Participate in audits and data gathering as needed

**JOB REQUIREMENTS:**

**EDUCATION:**

Four year college degree

Insurance coursework desirable AIC preferred

Industry related seminars helpful

Rhode Island and Connecticut Adjusters Licenses required

**EXPERIENCE:**

Minimum of three years handling automobile physical damage claims preferred

Adverse Subrogation and damage mitigation experience preferred

**SKILLS:**

Familiar with negotiation skills and application of comparative negligence

Familiar with window-based PC applications

Capable of analyzing information presented and making decisions based on company guidelines

Ability to work independently as well as in a team environment

Outstanding oral and written communication skills

Superior organizational skills required