



Insurance Claims – Auto Adjuster (Work from Home)

With over 135 years of experience, Edge Mutual strives to be the leading provider of innovative insurance products, delivered with quality service to Rural Ontario. We serve and protect our mutual policyholders through insurance products that reflect the needs of today and tomorrow.

People come first at Edge Mutual. As a result, our focus is on building relationships with our customers. We are currently recruiting for an **Auto Adjuster** in the Claims Department. This is a full-time position adjusting and settling claims for auto losses. As a telephone adjuster you will report directly to the Claims Manager.

Position Responsibilities:

- Document new auto claim reports and setup electronic claim files
- Analyze the information gathered, interpret policy wordings, determine coverage and assess damage
- Issue payment for all invoices received in a timely manner
- Identify opportunities for subrogation against third parties
- Coordinate services with company approved vendors
- Conduct oneself in a manner consistent with the organization's values, code of conduct and business ethics
- Provide a superior quality of customer service to external and internal customers, and answer queries relating to the claims process

Qualifications:

- Post-Secondary education or equivalent experience
- CIP designation or actively pursuing it
- Strong customer service skills
- Ability to work well under pressure with minimum supervision
- Prepared to make decisions, act on them, and accept responsibility as required by assigned role
- Work collaboratively with immediate colleagues and others in cross-functional relationships
- Able to multi-task between a variety of responsibilities, projects, and deadlines
- Proficient skills with computer applications including a strong working knowledge of Microsoft Office
- Excellent written and verbal communication skills

We Offer:

- A stable environment with core values that include professionalism, respect, integrity, dependability and excellence
- Ongoing skills development with subsidies for tuition and professional accreditation
- A generous defined benefit pension plan
- Incentive compensation benefits where excellence is financially rewarded

If you have the qualifications we are seeking, please submit your resume and cover letter to:

info@edgemutual.com

---Submission Deadline: February 21st, 2025---

Edge Mutual is an equal opportunity employer that is committed to diversity, equity, and inclusion in the workplace. We prohibit discrimination and harassment of any kind. Edge Mutual makes hiring decisions based solely on qualifications, merit, and business needs at the time. We thank all those who apply but only those selected for an interview will be contacted.