

Job Description:

We have an excellent opportunity available for a Workers' Compensation adjuster. This position is located in Houston, TX – Downtown.

Primary Responsibilities:

- Will be responsible for the investigation of claims, determining compensability and benefits due in a timely manner, establishing reserves. Face to face interaction with the client and also injured workers.

Skills and Knowledge:

- Bachelor Degree preferred but will substitute experience
- Strong communication skills and technical claims knowledge
- Excellent oral and written communication, including presentation skills
- Knowledge of medical terminology
- Establish claim reserve levels by estimating the cost of each assigned claim; monitor reserves and update amounts as necessary
- Analytical and interpretive skills
- Minimum of 2 years adjusting experience in Texas Workers' Compensation
- Texas WC adjuster license
- PC literate, including Microsoft Office products
- Ability to work in a team environment
- Ability to meet or exceed Performance Competencies
- Ability to identify subrogation potential
- Attend and participate in staff meetings and keep supervisor informed of status on all assigned cases and plan of action. Stay abreast of new trends, pending legislation, and case law related to worker's compensation