



SouthEastern Mutual Insurance Company (SEM) is a well-established growing insurance company that has been serving New Brunswick policyholders since 1938. SEM is a financially strong mutual property and casualty company with its head office in Riverview, NB. We deliver home, tenant, farm and commercial products with automobile coverage being delivered in partnership with United General Insurance to our policyholders in New Brunswick.

**Position:**

As SEM continues to grow we are actively seeking a full-time **Senior Field Claims Adjuster** in our Riverview location.

Reporting to the CEO, this experienced Adjuster will oversee all Claims functions in our company. You will contribute to SEM's goal of delivering an exceptional and consistent claims experience to our policyholders, according to our proven claims handling guidelines.

**Responsibilities:**

- Understands concepts of coverage, policy interpretation, exposure recognition and liability determination to analyze and move claims towards resolution
- Document files to include all key activities, contacts made, statements taken, scopes, schedules of loss
- Determine the utilization of outside investigators or experts to assist in the review or investigation of more complex claims or claims exceeding authority
- Provide expert opinions to cross-functional departments
- Provide leadership, mentorship and development to the claims team
- Maintains professional and industry knowledge by attending educational workshops, reviewing professional publications and establishing personal networks.
- Other duties as may be delegated by the manager

**Qualifications:**

- Post-secondary education
- 5+ years of property claims adjusting
- CIP or actively involved
- Bilingual (English and French) is necessary
- Effective customer service skills
- Excellent communication skills, both written and verbal
- Highly proficient time management and organizational skills with the ability to prioritize work in a fast paced, changing environment
- Excellent investigative, negotiation and analytical skills

**Benefits:**

- An opportunity to work at a local growing company that believes policyholders deserve a field adjuster to handle their claim as required
- A generous compensation package including salary, health benefits and RRSP program
- Staff wellness program

If you are interested in this exciting, challenging position with SouthEastern Mutual Insurance, please send your resume in confidence to Shaun MacPhee, CEO by **June 30th, 2017**.

[Shaun.macphee@semutual.nb.ca](mailto:Shaun.macphee@semutual.nb.ca)

We would like to thank all applicants for their time and interest, however only those selected for an interview will be contacted.