



Middlesex Mutual Insurance Co. is a policyholder owned Mutual Insurance Company located in Ilderton, Ontario with over \$11M in annual written premiums. We have been proudly serving the general insurance needs of Middlesex and area communities for more than 140 years. We offer a full line of insurance products including • Farm • Residential • Commercial • Automobile

Middlesex Mutual Insurance Co. is currently looking to fill the position of **Claims Trainee**.

Position Summary

We are seeking a motivated self-starting individual looking to gain entry into the Claims Adjusting industry. The ideal candidate would have a keen interest in Insurance Adjusting, exceptional Customer Service skills, a desire to help others and a willingness to learn Insurance Software Programs as well as Microsoft Excel and Word. The individual in this role will report to the Claims Manager and will be responsible for adjusting, examining and field work, as required, for handling of a variety of claims.

Key Position Requirements:

- Train on all areas of claims adjusting including learning to:
 - Investigate and examine Property, Liability, Auto and Physical Damage insurance claims
 - Conduct investigations, determine coverage and validity of claims, interview and communicate with insured, claimants and witnesses; inspect claim sites and negotiate settlements
 - Consult with industry professionals to obtain expert opinions and reports
 - Promptly process claims payments
 - Maintain accurate and well documented claims files
 - Mitigate further loss exposures
 - Effectively and accurately interpret insurance contracts and wordings
- Calm under pressure, take direction well and enjoy working with the public
- Strong work ethic, organizational skills and the ability to work within a team environment
- Strong communication (written and verbal), decision making and negotiation skills
- Strong analytical, research and mathematical skills
- Proficient computer skills

Qualifications:

- Possess or actively working towards a CIP designation or willing to embark on the CIP program
- Must possess a valid driver's license

We Offer:

- An established environment that values the importance of fairness, integrity, and understanding
- An education re-payment program that supports ongoing skills development
- A competitive pension and benefit plan
- A company where your efforts make a difference!

Those interested in this rewarding opportunity with a competitive salary and benefits package can, in confidence, send a resume outlining their background and experience by November 1, 2019 via e-mail to: hr@middlesexmutual.on.ca.

We thank you for your interest. Please note, only those selected for an interview will be contacted.

Accommodations are available for applicants with disabilities throughout the recruitment process. If you require accommodations for interviews or other meetings, please contact hr@middlesexmutual.on.ca.