

CLAIMS COORDINATOR

OVD is seeking a dynamic, fast-paced Claims Coordinator to join our team. Our Claims Coordinator works closely with our Claims Specialists and Commercial Lines Producers, while navigating multiple systems, to provide OVD's trademark excellent service

Responsibilities of this career opportunity include, but are not limited to:

- Submit, monitor, and close claims through various carrier and agency management websites/systems
- Continuously and timely, process email inquiries
- Process daily download of claims from multiple insurance carriers
- Build relationships with the claims team, clients, and Commercial Producers. Consistently build on knowledge of multi-line coverages
- Back-up teammates, on a short-term basis
- Various project work as needed

Successful candidates must possess:

- Previous experience in claims management preferred, commercial lines experience a plus
- Strong policy interpretation skills
- Excellent customer service skills
- Excellent computer skills, including the ability to navigate multiple systems at a time
- Excellent time management and multi-tasking skills

What OVD has to Offer:

- An opportunity to make an impact on our rapidly growing organization as an integral member of our hard-working, motivated, competitive OVD family
- We offer an exceptional compensation and benefits package
- Recognition, reward, and career growth potential
- We are passionate about insurance and customer service, we hustle, continuously raise the bar, hold each other to the highest standard, and love to have fun

If you are ambitious, eager to roll up your sleeves and get things done, we would love to talk to you!

OVD Insurance is an equal opportunity employer and will consider all candidates for employment without regard to race, color, religion, sex, national origin, age, sexual orientation, gender identity, disability status, protected veteran status, or any other characteristic protected by law.

Grand Rapids | Raleigh | Pittsburgh

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