



We're looking for a **Property Claims Coordinator in Raleigh, NC**

The **North Carolina Insurance Guaranty Association (NCIGA)** is a non-profit, unincorporated legal entity created to protect North Carolina insurance policyholders and claimants from severe financial losses and delays in claim payments due to the insolvency of a member property and casualty writing insurance carrier. The NCIGA is responsible for providing a mechanism for the payment of covered claims, assisting in the detection and prevention of insurer insolvencies, and providing an association to assess the cost of such protection among insurers. The NCIGA manages up to \$93 million on reserves.

The Position: We're looking for a Property Claims Coordinator.

Requirements:

- Bachelor's degree or an equivalent combination of education & related experience
- 10 + Prior experience handling property claims
- Must have an active NC adjuster license

Responsibilities:

- Investigate and determine coverage in accordance with the policy of insurance and the Guaranty Act as well as any other compliance requirements.
- Coordinate, manage, and personally handle property claims including, but not limited to, losses involving wind, hail, water, and fire.
- Analyze, evaluate and confirm coverage, conduct investigations, determine and evaluate loss exposure, establish and maintain proper reserves, make recommendations for handling, handle negotiations/settlements and keep management advised of case activity.
- Prepare reports and document claim activity in the claims system.
- Prepare letters for settlements, denials, reservation of rights, and others as needed.
- Manage consultants, experts, independent adjusters, etc. to determine facts, relevant causation, damages, exposure, etc. as required and monitor costs to ensure they are reasonable and necessary.
- Direct counsel on litigated cases.
- Identify, pursue, and preserve all available Guaranty Act and policy of insurance recovery opportunities and/or opportunities to reduce NCIGA's claim exposures such as subrogation, other insurance, etc.
- Assist management with special projects.

Why Should You Apply?

- **Competitive compensation** with an annual bonus plan.
- **Competitive Benefits package** including medical, dental, vision, disability, 401k and cash balance pension
- Minimum of 4 weeks (pro-rated) **Paid Time Off** plus 12 paid holidays per year
- 37.5-hour **Flexible Work Week** with Friday afternoon off

- **Hybrid Work Environment:** 2 days per week in Raleigh office, 3 days remote
- Committed to **Work/Life Balance** for our employees

We look forward to hearing from you.

Please send your resume to:

HR@NCRB.ORG

The Organizations are equal opportunity employers dedicated to a policy of compliance with all federal, state and local laws regarding nondiscrimination in employment. Applicants are considered for all positions without regard to race, ancestry, color, age, national origin, ethnicity, religious creed or belief, physical or mental disability, marital or familial status, legally protected medical condition, genetic information, military or veteran status, sex (including pregnancy, or related medical condition), gender (including gender identity and expression), sexual orientation, citizenship/alienage status, protected activity (such as opposition to or reporting of prohibited discrimination or harassment), arrest or conviction record, or any other status or protected characteristic protected by law. In addition, this Organization does not discriminate on the basis of physical or mental disability where the essential functions of the job, as reasonably accommodated, do not require such distinction.
