

Career Opportunity

Claims Adjuster

Westminster Mutual Insurance Company has been taking care of insurance needs in an individual way for over 150 years. Operating on a foundation of honesty, integrity, and community-based principles, we maintain the highest standards of personal service, never losing sight of the “Neighbour Helping Neighbour” approach.

THE OPPORTUNITY

We are looking for a professional, motivated, and team-oriented individual to take on the role of Claims Adjuster. Reporting to the Claims Manager, you will be responsible for navigating the claims process through your investigation and evaluation of the loss to final settlement. We are looking for someone who has empathy and can remain calm when people need us the most.

WHAT YOU’LL BE DOING

- 👁️ Investigating, evaluating, and settling insurance claims for Property, Liability and Automobile
- 👁️ Communication: Ensure prompt initial contact with claimants and maintain open and clear communication throughout the claims process
- 👁️ New claims: Establish appropriate initial case reserves
- 👁️ Support co-workers as required

WHAT YOU’LL BRING

- 👁️ Post-Secondary education or equivalent training and work experience
- 👁️ Chartered Insurance Professional (CIP) designation or substantial progress toward CIP is an asset
- 👁️ Excellent customer service, verbal & written communication skills
- 👁️ Excellent conflict resolution and negotiation skills
- 👁️ Access to vehicle and valid driver’s license; ability to travel on short notice within our primary territory
- 👁️ Understanding of Insurance Industry and Insurance and Contract Law
- 👁️ Proficient in Microsoft Office

WHAT WE OFFER

- 👁️ A friendly, community-oriented workplace
- 👁️ Comprehensive benefits
- 👁️ Competitive Defined Contribution Pension Plan

JOIN OUR TEAM!

Interested? Please submit your resume and cover letter detailing your unique qualifications, experience and energy to hr@wmic.ca

We encourage applications from all qualified candidates and will accommodate applicants’ needs under the Ontario Human Rights Code throughout all stages of the recruitment and selection process. We encourage candidates to make their accommodation needs known so we can provide equitable opportunities.

For more information about Westminster Mutual Insurance Company, please visit our website www.wmic.ca or follow us on [Facebook](#), or [Instagram](#).