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**Government Entities Mutual, Inc., PCC (GEM) provides Liability and Workers' Compensation reinsurance to public entity risk pools and similar groups throughout the USA. GEM is owned by the entities it reinsures.**

GEM is seeking a **Senior Claims Consultant**. This is a full-time exempt and remote-based position, reporting to the GEM Claims Manager, with a strong preference for either Eastern or Central U.S. time zones for the remote-based location. Must be able to travel up to 10% of the time.

### **GEM OPERATING MODEL**

GEM's members provide coverage to their underlying constituents via a policy wording or memorandum of coverage. GEM provides reinsurance to each of its members pursuant to a reinsurance contract. In turn, GEM transfers a portion of risk to external reinsurers.

GEM has a hybrid claims operating model, utilizing a third party administrator (TPA) as well as in-house professional staff.

### **JOB DESCRIPTION**

The **Senior Claims Consultant** is responsible for investigating and evaluating assumed reinsurance claims, reporting to external reinsurers, and maintaining strong working relationships with the Claims personnel of the GEM members.

### **PRINCIPAL RESPONSIBILITIES/ESSENTIAL FUNCTIONS:**

1. Communicates with members, reinsurers, attorneys, and other professionals to obtain information necessary to process claims
2. Provides reserves recommendations to ensure reserving activities are consistent with corporate policies
3. Enters concise documentation, initial reserves, reserve changes and payments in the claim system
4. Prepares reports and presents cases involving high dollar value claims to Claims Manager, Director of Claims, and the CEO for analysis
5. Reviews member semi-annual loss runs, documenting large loss analysis by member
6. Contributes to GEM's overall quality control and ongoing process improvement initiatives

### **PREFERRED QUALIFICATIONS**

- Bachelor's degree (BA/BS) from four-year college or university

## **REQUIRED EXPERIENCE/SKILLS**

- 10+ years of handling Liability and Workers' Compensation claims within the insurance and/or public entity pooling industry
- 5+ years of managing complex claims
- Ability to review and analyze contracts and related claims documents
- Proficiency in Microsoft Office applications, including Word and Excel, and claims management systems
- Proficiency in written and oral customer service skills and in communication with management, employees and third parties
- Proficiency in working effectively in a team environment, when working independently and when working offsite or remotely
- Proficiency in managing time and meeting deadlines

## **PREFERRED QUALIFICATIONS**

- Adjuster's license

## **PREFERRED EXPERIENCE**

- Knowledge of reinsurance principles and practices

## **EQUAL OPPORTUNITY STATEMENT**

GEM is an equal opportunity employer committed to creating an inclusive working environment where all our employees are encouraged to reach their full potential, and individual differences are valued and respected. All qualified applicants are considered for employment without regard to race, color, religion, national origin, sex, sexual orientation, gender identity, age, disability status, or any other characteristic protected by federal, state or local law.

## **Position Open Until Filled**

Apply with resume to: [executive.services@gemre.com](mailto:executive.services@gemre.com)