



JOB DESCRIPTION

Location: Calgary, Alberta
Job Title: Junior Loss Adjuster
Reports to: Principal Adjusters

Role Overview:

The Junior Energy Loss Adjuster will provide loss adjusting and claims management support on SteegeXP claim files in the energy sector, including oil & gas, mining, and power generation. The role supports the investigation, evaluation, and resolution of complex technical claims arising from physical damage and business interruption events. This position offers a structured development path, enabling the successful candidate to build technical, commercial, and analytical expertise necessary to progress to a Senior Adjuster role.

Qualifications:

Education (one of the following preferred):

- Engineering degree or equivalent in:
 - Chemical, Petroleum, Mechanical, Electrical, Environmental, or related;
- OR undergraduate degree / diploma in:
 - Economics, Finance, Business, Mathematics, or related discipline

Professional Designations (desirable but not required):

- CIP (Chartered Insurance Professional) or progress toward designation;

Key Responsibilities:

Claims & Technical Work

- Assist in the intake and setup of new claims, including preparation of case entry data;
- Identify insurance structures, including subscribers, layers, and complete policy coverage analysis;
- Conduct site visits to incident locations (primarily within Western Canada) to support investigations;
- Collect, review, and analyze technical, financial, and operational documentation;
- Support root cause investigations and evaluation of failure mechanisms;
- Assist in assessing remedial actions and repair/replacement strategies;
- Gather, validate, and track cost documentation related to losses;
- Prepare and maintain claim calculation models, including business interruption analyses;
- Assist with audit procedures and quantification of insured losses;
- Contribute to the preparation of settlement recommendations and negotiations with stakeholders;

Reporting & Documentation

- Draft clear, structured, and detailed technical reports for insurers;
- Prepare correspondence with insureds, brokers, and other stakeholders;
- Conduct technical, contractual, and legal research relevant to claims;
- Maintain accurate file records, including time recording for SteegeXP fee invoicing purposes;

Client & Business Development

- Support client relationship management and engagement activities;
- Participate in marketing initiatives, presentations, and industry events;
- Attend relevant energy, insurance, and loss adjusting conferences;

Professional Development

- Actively pursue CIP or other relevant professional qualifications (if not already obtained);
- Engage in continuous learning related to energy systems, insurance products, and loss adjusting;
- Develop technical and commercial expertise to progress toward a Senior Adjuster role;

Administrative & Operational Support

- Assist with accounts receivable follow-up and support credit control activities as required;
- Ensure compliance with internal processes, quality standards, and reporting protocols;

What We Offer:

- Exposure to complex, high-value, energy sector insurance claims;
- Structured career progression within a specialized loss adjusting practice;
- Opportunities for fieldwork and technical investigation;
- Support for professional development and certification.