

Claim Specialist Job Description

FLSA Status: Non-Exempt

Reports to: ADR Case Manager

We are seeking a Claim Specialist with 1-2 years of experience. Comfortability with technology and platforms required.

Job Responsibilities:

- ✘ Format documents and communications for clients;
- ✘ Liaise between third party vendor and Labaton Sucharow;
- ✘ Review documents (release/document verification) for production to defense counsel for quality control;
- ✘ Calendaring and entry of case info into database;
- ✘ Perform intake and initial filtering of client inquiries;
- ✘ Preparation of submissions involving large volumes of individual claims;
- ✘ Run and analyze client data reports;
- ✘ Organize documents and communications with clients;
- ✘ Ensure that case documents accurately reflect a client's individual information;
- ✘ Keep track of communications or developments relating to client cases and deadlines that may be applicable to individual clients;
- ✘ Prepare and send client communications;
- ✘ Communicate with clients telephonically, on occasion;
- ✘ Work with attorneys to plan data gathering, and settlement update workflows;
- ✘ Analyze and summarize client inquiries to identify trends and patterns requiring further action; and
- ✘ Assist with the development of processes and technological systems for addressing large volumes of client interactions.

Skills/Requirements:

- ✘ Proficient in the use of Microsoft Word and Excel;
- ✘ Familiarity with Filesite preferred;

- ✘ Familiarity with client management systems or databases preferred;
- ✘ Strong technical skills and ability to quickly learn new litigation support software;
- ✘ Strong written and oral communication skills and strong interpersonal skills;
- ✘ Must possess great attention to detail;
- ✘ Must possess analytical and critical thinking skills;
- ✘ Strong organizational and time-management skills;
- ✘ Ability to work independently while understanding the importance of teamwork;
- ✘ Ability to manage workload consisting of multiple tasks; and
- ✘ The work shift for this position is 9:30 am-5:30 pm, five days a week, but applicant must be willing and available to work overtime, both evening and weekends, when necessary.
- ✘ We are looking to hire in the \$50-55,000/year range.

Please submit your resume and cover letter to careers@labaton.com.