



TRAVEL CLAIMS EXAMINER (Entry Level)

The Travel Claims Examiner is responsible for analyzing, investigating, calculating, and settling claims promptly and efficiently.

RESPONSIBILITIES:

- Independently assess travel claims in accordance with associated policies, ensuring claim is paid in accordance with policies and within established timeframes.
- Interprets policy provisions based on individual circumstances.
- Verifies, corrects, and completes claims information by telephone, email, letter, or personal contact.
- Interacts with claimants, agents, hospitals, doctors, and lawyers.
- Conducts investigations and gathers supporting documentation on individual claims.
- Calculates benefits payable.
- Multitasks while managing claims caseload, emails, phone calls, and reporting.

QUALIFICATIONS:

- Post secondary education, or equivalent related work experience.
- Excellent analytical and decision-making skills.
- Excellent interpersonal, oral and written communication skills.
- Ability to accept direction but also to take initiative on investigations and paperwork.
- Ability to work independently within established guidelines.
- Ability to maintain confidentiality in all matters.
- Strong attention to detail.
- Ability to work and handle pressure in a fast-paced high-volume environment.
- Customer service oriented.
- Excellent Word and Excel skills.

This role is eligible for our hybrid/remote work schedule.

Salary range: \$50,000 - \$58,000 annually (dependent on skills, educations, and experience).

Please submit your resume and cover letter to HR@orcanada.com. We thank all interested applicants; however, only those selected for an interview will be contacted.

Old Republic Canada values diversity and is an equal opportunity employer. If you require an accommodation at any time during the recruitment process, please contact HR@orcanada.com and we will work with you to determine an appropriate accommodation.