



Voted one of Maine's Best Places to Work
six times!



Casualty Claims Representative Presque Isle, Maine

Join a team that is committed to ensuring that our employees feel empowered, valued, and have opportunities for career growth and advancement. A positive work environment, competitive salaries, and an attractive benefits package explain why so many qualified professionals choose MMG Insurance.

Responsibilities (not limited to):

- Examines coverage form(s) and other records to determine if coverage applies.
- Interviews, telephones, and/or corresponds with claimant or insured, witnesses and police, to determine extent of company's liability.
- Investigates claims by obtaining recorded statements, and collecting official reports.
- Evaluates physical damage estimates by utilizing desktop review, direct repair shop network, field or independent appraisers.
- Evaluates, negotiates and settles minor Automobile property damage claims with insureds, claimants and other insurance companies.
- Prepares reports of findings and negotiates settlements with claimants, insureds or opposing insurance companies.
- Communicates verbally and through written reports, memoranda with insureds, claimants, attorneys, state and local police and other individuals, as needed.
- Develops and maintains positive relationships with independent adjusting firms, agents, independent attorneys and other similar firms, as necessary, which may include travel, visitation, and attendance at various conventions/meetings. (May include overnight stays.)
- Travels as required to perform the essential duties and responsibilities of the employee's position and to fulfill educational requirements. (May include overnight stays.)

Qualifications:

- Associate's degree and 1-2 years related experience and/or training; or equivalent combination of education and experience.
- Demonstrates excellent verbal and written communication skills.
- Excellent telephone etiquette and interpersonal skills.
- Solid time management and organizational skills.
- Results driven and self-motivated.
- Understands the importance of teamwork.

Benefits offered by MMG:

MMG offers competitive benefits including options and choices to fit your needs such as medical, dental, life insurance, employee profit-sharing, disability income protection, 401k plan, paid time off, and education financial assistance.

About MMG:

Established in 1897, MMG has a rich history of providing peace of mind to our customers. We are headquartered in Presque Isle, Maine with operations in Maine, Vermont, New Hampshire, Pennsylvania and Virginia. A firm commitment to our employees and community along with outstanding customer service is our hallmark.

Please mail cover letter and current resume to:
HUMAN RESOURCES, ATTN: Recruiting, MMG Insurance Company
POB 729, Presque Isle, Maine 04769
Or email to human.resources@mmgins.com
Visit us at www.mmgins.com
or find us on Facebook at www.facebook.com/mmginsurance

