

## **First Party Property Claims Examiner**

Utica First Insurance Company – Oriskany, NY

### **Essential Duties & Responsibilities:**

- Property claims investigation, evaluation, negotiation and resolution.
- Coverage evaluation, timely and accurate reserving, and vendor management required.
- Heavy phone and, direct contact with all parties concerning the claim process.
- Other duties may be assigned as determined by management.

### **Position Qualifications:**

- Minimum 2-3 years property claims experience with college degree preferred.
- Strong organizational skills with the ability to prioritize tasks with attention to detail.
- Excellent written and verbal communication skills.
- Must be a team player.
- Participation in technical coursework such as AIC or CPCU a plus.

\*Work from home possible for the right candidates out of area from home office in Oriskany, NY.

### **Utica First offers:**

- Competitive starting salary
- Medical (first of following month)
- Dental
- Vision
- Life and Disability Insurance
- Company paid LTD
- Company paid Travel Accident Insurance
- Flexible Spending Accounts
- Matching 401(k) Plan
- Bonus program
- Paid Vacation, Sick and Personal Time
- Generous holidays
- Business casual environment

**Please forward your resume' to: [employment@uticafirst.com](mailto:employment@uticafirst.com), or mail to:**

Utica First Insurance Company  
Employment Opportunities  
PO Box 851  
Utica, NY 13503-0851

Utica First conducts pre-employment screening examinations designed to prevent hiring individuals who use illegal drugs or individuals whose use of legal drugs indicate a potential for impaired or unsafe job performance. Any potential hire for Utica First will undergo screening for the presence of illegal drugs as a condition for employment. Utica First will not discriminate against applicants for employment because of past abuse of drugs.

Utica First Insurance is an established property and casualty Insurance company located in the Oneida County Industrial Park in Oriskany, NY. We have been in business for over 110 years. Utica First is an A rated company (Excellent) by AMBest.