



**Claims Technician**  
*Columbia, SC*



# THE CORE SPECIALTY ADVANTAGE

Core Specialty offers a diversified range of property and casualty insurance products for small to mid-sized businesses. From underwriting offices spanning the U.S., the Company focuses on niche markets, local distribution, and superior underwriting knowledge, offering traditional as well as innovative insurance solutions to meet the needs of its customers and brokers. Core Specialty is an insurance holding company operating through StarStone Specialty Insurance Company, a U.S. excess and surplus lines insurer, and StarStone National Insurance Company, a U.S. admitted markets insurer. The Company is rated A- (Excellent) by AM Best.

## CONTACT US

For more information, please contact:

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**CORE**  
SPECIALTY

## Essential Duties and Responsibilities: (Position based in Columbia, SC)

This position has responsibility for providing operational support to Claims staff.

### Key Accountabilities/Deliverables:

- Creation of Loss runs as requested by Underwriters and Brokers
- Creation of First Notice of Loss in Claim System – identifying correct policy, entering correct data and sending Claims Acknowledgement
- Creation of Direct/Manual Claim Payments
- Subject Matter Expert of Claims Intake for Excess, Healthcare, Marine, MPL, Environmental, Crop
- Assist with work allocation
- Actively participate in monthly/weekly calls with team
- Provide Floor Support to New joiners
- Look for continuous process improvements and make recommendations as necessary
- Other duties designated by management
- In addition to the above key responsibilities, you may be required to undertake other duties from time to time as the Company may reasonably require
- Carry out duties within our internal policies and procedures in accordance with applicable law, rules, regulation, good governance and Core's shared values, including putting clients at the heart of our business.

### Technical Knowledge and Understanding:

- Knowledgeable and experienced in Claims Intake
- Proficiency in standard software –Excel/Word/Outlook

### Experience:

- 2 years of related experience
- Experience with Duck Creek Claims System (Preferred)

At Core Specialty we believe that our employees are our most important asset. Helping our employees and their families achieve and maintain good health – physical, emotional, and financial – is the reason Core Specialty offers extremely rich and affordable benefits including, but not limited to medical, dental, vision, and life insurances; short and long-term disability; a Company-match of 100% of a 6% contribution 401(k) plan; an Employee Assistance Plan; Health Savings Account, Flexible Spending Account, Health Reimbursement Account, and gym reimbursement.