



## Position Description

**Position Title:** Claims Adjuster  
**Department:** Claims  
**Reports To:** Manager – Claims

**Salary Band:** C (\$91,000 - \$132,000)  
**FLSA Status:** Exempt  
**Supervisory Responsibility:** No

### JOB SUMMARY

Responsible for investigating, adjusting and negotiating the settlement of insurance claims made against NEIL ("the Company") and its subsidiary companies. Actively leads the investigation and settlement of complex and high-dollar claims.

### DUTIES & RESPONSIBILITIES (\* = ESSENTIAL FUNCTIONS)

1. \* Report to and function as a claims and technical advisor to the Claims Manager or VP – Claims.
2. \* Evaluate and properly respond to policyholder insurance claims as assigned by the Claims Manager or VP – Claims.
3. \* Manage and bring the necessary resources to bear on claims activities to ensure the effective adjustment of assigned Claims.
4. \* Review necessary and appropriate information to prepare summaries, reports, and recommendations on claims activity for the Claims Committee and seek their counsel on various claims matters.
5. \* Liaise with underwriters, legal counsel, and other stakeholders to resolve policy interpretation questions and issues.
6. Assist in the development of administrative procedures to effectively carry out and support the above activities.
7. Lead or support special projects as required. Create project plans. Develop agenda, lead meetings, prepare minutes, and report out on action items. Ensure completion on time and within budget.
8. Perform other duties as assigned to foster an efficient flow of business.

*All duties are to be conducted in accordance with NEIL's Core Values of Striving for Excellence, Acting with Integrity, Promoting Innovation, and Fostering Inclusion.*

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## QUALIFICATIONS

### *Job Knowledge*

- Knowledge of power generation facilities, including wind, solar, BESS, equipment, associated balance of plant, and construction and operating practices.
- General knowledge of property, casualty and inland marine (builders risk instrumentalities of transportation) insurance claims handling and adjustment practices.
- Requires a balance of knowledge in the areas of engineering, construction, insurance concepts, law, claims handling, and adjustment including development of ROM, estimates, scopes of work/loss, causation, and liability.

### *Competencies & Abilities*

- Able to find innovative solutions to problems using sound judgment and critical thinking.
- Strong collaboration and teamwork skills while working remotely, including verbal and written communication skills.
- Ability to maintain confidentiality.
- Highly organized and able to prioritize and re-prioritize effectively.

### Education & Experience

- Bachelor's degree plus four years' experience, or a high school education plus five years' experience with utility power generation facilities, boiler and machinery, and/or industrial/commercial property insurance.
- Acquiring and maintaining a property claims adjuster's license from the State of Delaware, as well as all states in which NEIL insures nuclear power facilities, is required.
- Must be able to gain access to a Nuclear Power Plant and other critical infrastructure.

### Physical Requirements

- Ability to sit/stand for extensive periods of time.
  - Ability to walk extensively.
  - Ability to safely navigate power production areas during site visits to locations that include warehouses, storage yards, construction sites. These sites may have uneven, wet, icy or debris-laden surfaces. Incumbent may have to visit during extreme temperatures and high noise levels.
  - Ability to climb ladders and stairs.
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