



**Assistant Claims Risk Manager / Claims Risk Manager
Garden Grove, CA**

Catholic Mutual Group (CMG) was established in 1889 and is recognized as the leading provider of property and casualty protection and related services for the Catholic Church in the United States and Canada.

Catholic Mutual Group has an excellent opportunity for an Assistant Claims Risk Manager (ACRM) or Claims Risk Manager (CRM) – depending upon experience - for our Orange Service Office located in Garden Grove. The successful candidate will receive and adjust property/casualty claims by performing investigations/site inspections, evaluating liability, verifying coverages, and negotiating fair and equitable settlements. This person will also provide risk management services such as conducting annual safety inspections and establishing and monitoring risk management policies. Responsibilities will also include promoting safety awareness through educational seminars and online training, and composing newsletters and other safety literature for distribution. Additional duties include general office administration and customer service. Frequent regional travel by automobile and an occasional overnight stay is required.

The individual in this position must have a good understanding of insurance with at least five years of experience in property and casualty claims adjusting. Prior risk management or safety experience is helpful. A four-year college degree and a good understanding of Catholic Church procedures and hierarchy is preferred. The candidate must also possess strong written and oral communication skills and be able to make independent, sound judgments and can work on multiple projects simultaneously. Good customer service skills are necessary. Must understand basic accounting procedures and can run an independent office without direct supervision. Must be willing to work irregular hours and be on call for emergencies and must have a valid driver's license. Working knowledge of Microsoft Office and Outlook required.

Benefits include a competitive salary, paid holidays and generous vacation and sick accruals, a 403(b) plan with company match, paid life and AD&D insurance at five times the annual salary, long-term disability leave, paid job-related continuing education, and an excellent medical/vision/dental group insurance plan. The pay range for this position is \$86,750 - \$140,183 annually.

To apply for this position, visit the CMG careers page at www.catholicmutual.org

Catholic Mutual Group is an equal opportunity employer.