

Claims Analyst

General

The principal responsibility of the Claims Analyst is to support Live Nation's claims management function within the Risk Management department, with emphasis on general liability and auto claims. The position will work closely with the Claims Manager to effectively research/manage claims and to maintain associated claim records. The position will also assist, as needed, in the handling of other claim types, general department activities and special projects.

Duties and Responsibilities

- Supports the Claims Manager with pro-active claim handling, litigation, and risk management.
- Assists in the day-to-day coordination of litigated and non-litigated general liability claims with claimants, company venues and Legal, TPAs, defense and plaintiff counsel, and other third parties.
- Assists in the evaluation of claim reserves and settlement requests, providing support information and recommendations to the Claims Manager for authorization decisions.
- Maintains current claim calendars to track and monitor key dates such as filing deadlines, mediations/arbitrations, trials, etc.
- Oversees claim data management, principally in a digital environment.
- Provides data for monthly and quarterly Risk Management status reports such as loss runs from the TPA's risk system, company information and other sources.
- Performs other assignments and projects as requested.

Knowledge and Skills:

- 5+ years experience in claims analysis, adjusting or related work with an insurance service provider and/or in a large, multi-location corporation.
- General liability claims experience required, preferably for entertainment, sports, retail or similar accounts with customer-intensive claims.
- Experience with litigated claims having multiple defendants and complex contractual claims required; must be conversant with legal environment and legal system procedures.
- Analytical skills necessary to obtain and evaluate complex information, analyze problems, develop alternative solutions, and project long-term effects of decisions.
- Ability to effectively prioritize, organize, and perform multiple tasks with varying deadlines.
- Ability to develop relationships and work collaboratively with project teams.
- Excellent oral and written communications skills.
- Strong Microsoft Office skills required.
- Proficiency in commonly used claims information data base systems Conversant with legal environment, legal system procedures.

Education:

- College degree.
- Applicable insurance/claims certifications and licenses a plus.