

# CLAIMS ANALYST

**Oil Management Services Limited** invites applications for the position of **Claims Analyst**. Reporting to the Senior Claims Analyst, you will work as part of a small team.

## KEY DUTIES AND RESPONSIBILITIES INCLUDE:

- Able to analyze the coverage of moderately complex liability claims
- Draft detailed coverage position letters
- Manage assigned claim files, recommending strategies and actions
- Notification of claims to reinsurers with follow-up, as required
- In conjunction with outside counsel and adjusters, assess exposure and resultant coverages, and recommend appropriate reserve establishment
- Preparation of payment recommendations and claims summaries
- Processing legal/adjusters (etc.) fees
- Accurate and timely maintenance of respective loss databases(s)
- Assist management in other related projects or tasks, as required

## THE SUCCESSFUL APPLICANT MUST POSSESS THE FOLLOWING:

- 2 years insurance industry experience
- University degree preferred
- Strong analytical and organizational skills
- The ability to thrive in a team-based environment
- The capability to communicate directly with Fortune 500 clientele and the ability to present to senior executives in a clear and concise manner
- An exceptional work ethic, the ability to prioritize work and meet strict deadlines
- Advanced computer skills including Word, Excel and PowerPoint

If your experience, talents and ambitions match our requirements, we want to hear from you. Oil Management Services Ltd. is an equal opportunity employer and is committed to training and developing its employees.

**All applications will be held in the strictest confidence and should be sent in writing including a detailed cover letter as to your suitability for the role to:**

VP – HR & Administration  
OIL Management Services Ltd.  
P.O. Box HM 1751  
Hamilton HM GX  
e-mail: [hr@omsl.bm](mailto:hr@omsl.bm)

**CLOSING DATE: FRIDAY, OCTOBER 21, 2011**



[www.oil.bm](http://www.oil.bm)  
[www.ocil.bm](http://www.ocil.bm)

Oil Management Services Limited (OMSL) provides comprehensive management services to Oil Insurance Limited (OIL) and Oil Casualty Insurance Ltd. (OCIL). These companies are dedicated to providing catastrophe property and excess general liability insurance to the energy industry. Our companies insure in excess of a trillion dollars of assets for our shareholders headquartered around the globe.

At OMSL the management style is one of shareholder input, open communications, innovation and teamwork.