

# BerkleyNet Underwriters

---

**Contact:** John J. Burke, *Senior VP & Chief Claim Officer*  
**E-mail:** [jburke@berkleynet.com](mailto:jburke@berkleynet.com)  
**Phone:** 703.586.6304  
**Fax:** 888.790.2220  
**Address:** 12701 Marblestone Drive, Suite #250  
Woodbridge, Virginia 22192  
**Website:** [www.berkleynet.com](http://www.berkleynet.com)

---

## **Position Title:** Workers' Compensation Claim Representative

---

**Opportunity Type:** Full-time  
**Opportunity Start Date:** 04/01/2012 – 07/31/2012  
**Opportunity Location:** Woodbridge, VA  
**Salary/Wage Range:** \$44K - \$47K

### **Description:**

Berkley Net Underwriters, LLC is a member of W R Berkley Corporation, a Fortune 500 company with an outstanding track record of organizational performance, financial strength and reputation. BerkleyNet is a mono-line workers' compensation insurer. BerkleyNet leverages technology, underwriting and claims expertise to deliver real-time workers' compensation solutions for small businesses. BerkleyNet operates in more the Independent Insurance Agency distribution system.

### Mission of Berkley Net Claims

A world class provider of claim and managed care services; utilizing the best practices in claim management, managed care initiatives and technology to achieve superior outcomes through reduction of paid loss and allocated loss adjustment expenses. This focus of loss cost reduction is integrated with client focused service execution.

### Account Management

Assume full responsibility for all phases of account management for accounts as assigned and inform management of any unfavorable trends. Actively work with mentor in monitoring loss ratio for accounts assigned to you. Participate in client meetings for training on claims issues and assist with claims service meetings for new accounts as requested.

### Claim Management

Conduct investigation of workers' compensation claims assigned. Handle all technical aspects of claims, including coverage, ement, medical management, litigation management, file management, subrogation, reserving and settlement. Maintain and demonstrate knowledge of the Workers' Compensation Act and Rules and Regulations in jurisdictions assigned. Immediately notify management of large exposures and comply with reinsurance reporting requirement. Monitor expenses and effectiveness of inside/outside vendors. Execute claim management in accordance with our standards of performance in all measured areas.

### Qualifications

- Possess a four-year college degree or equivalent work experience. Course work in business law and insurance is desirable.
  - Exhibit potential for leadership and interpersonal skills.
  - Demonstrate well-developed oral and written communication skills.
  - Demonstrated evidence of self-motivation.
-