



Senior Claims Administrator

Looking for an engaging and dynamic workplace to learn and grow with...

Synergy HR Consulting is Human Resource Management and Recruitment firm – providing a broad range of HR & Recruitment services to a variety of businesses in all industries in Western Canada. We work collaboratively with our clients to ensure we understand their core business, building teams that are engaged, empowered and accountable. Our meaningful, long-term relationships with our clients make us an industry leader in providing exceptional HR and Recruitment support.

On behalf of our client, CIMS Limited Partnership, Synergy HR is seeking a **Detail Oriented, hard-working and reliable Team member** to fill the role of **Claims Administrator** located in Port Coquitlam, BC.

CIMS LP is 100% Canadian owned and operated mechanical contractor serving locations across Canada. CIMS provides services in the heavy industrial sector including the largest plant shutdowns and complex industrial projects in the Oil & Gas, Mining & Industrial, Pulp & Paper, and Power Generation industries. In addition to being an industry leader and formidable market leader, CIMS is passionate about hiring and retaining the market's best talent and offers exciting work, training & development, engagement and opportunity to all of its employees.

In the position of Injury Claims Administrator reporting to the Corporate Claims Manager you will be responsible for supporting the Corporate Claims Manager during busy seasons and the Safety Department during slower periods.

The primary focus of this position is all aspects of claims administration which includes but may not be limited to:

Key Accountabilities:

- Ensure that the injury reporting and WCB Claims Management Process, including Modified Return to Work, is proactive with the focus on reducing worker injury severity and mitigating worker's time away from work.
- Assists the Corporate Claims Manager in providing effective, timely response and input to CIMS Safety Advisors/CSOs and Line Supervision on incident reporting, follow-up and closure,
- Assists in providing mentorship to Safety Advisors/CSOs with respect to Injury Management and WCB Claims Management, Administrative Duties including filing, report generation, project correspondence, meeting minutes etc.
- Follows up with various job sites to ensure all documentation is returned upon completion of project. Once documents are received, reviews all documentation and generates job specific reports outlining compliance/non-compliance with CIMS Reporting requirements, policies and procedures,
- Scheduling of training meetings as directed by the Health and Safety Director, including confirming attendance, securing of conference location, and coordination of all hotel accommodations and travel requirements for all attendees,
- Create and supply Safety Advisors with all the Safety tools required for project start up (Red Safety Bins),
- Ensures that all Training is recorded in the CIMS' Database,

Duties and responsibilities:

- The primary tasks would entail reviewing every file from every job to ensure no details (which could harm CIMS) are missed.
- Communicating to field supervisors and EH&S Personnel to ensure all required documents are sent in a timely manner and are accurate. Level 1 Coaching for the achievement of this process would be required.
- Communicate with the Claims manager any “red flag” items which need elevation or addressed at a higher level.
- Ensure flash reports match all incidents by comparing them to the investigation reports.
- Review all daily close out, toolbox talks, weekly safety meetings to ensure there are no items reported on these documents which were not reported to POCO head office.
- Upload orientations onto INITIAFY
- Learn and understand E-Tracker for the purpose of coaching where required.
- Stock red safety boxes as per CIMS requirements and arrange for specific site delivery.
- The above tasks are the primary tasks however other items may be added to this from time to time as the need arises
- ALL OTHER DUTIES, AS ASSIGNED BY THE CORPORATE CLAIMS MANAGER OR HEALTH AND SAFETY DIRECTOR

To qualify for this role you must have the following experience and skills:

- High School Diploma or GED;
- Minimum 2 years’ experience in workers’ compensation or injury claims administration;
- Demonstrate extensive knowledge of workers’ compensation concepts and practices;
- Sense of urgency in responding to Management, Employees and vendors regarding workers’ compensation issues;
- Positive, professional demeanor, dependable and self-motivated;
- Deadline oriented;
- Ability to work within a team environment
- Strong knowledge of MS Word and Excel;

If you feel you are qualified for this role, please submit your resume to dbiagioni@synergyhrconsulting.net quoting Claims Administrator in the subject line.

Only candidates who are most qualified for the position will be contacted.