

## **Claims/Risk Manager Houston, TX**

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 a Claims/Risk Manager (CRM) for our service office in Houston, Texas. 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 5 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 have the ability to work on multiple projects simultaneously. Good customer service skills are necessary. Must have an understanding of basic accounting procedures and have the ability to 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.

Catholic Mutual Group is an equal opportunity employer.

Please submit an application and resume by visiting [www.catholicmutual.org](http://www.catholicmutual.org) and click on About Us > Careers

Questions may be directed to Kelley Andersen at [kandersen@catholicmutual.org](mailto:kandersen@catholicmutual.org)