

**UNITED SUBROGATION ASSOCIATES**  
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**JOB DESCRIPTION:**

**POSITION: SUBROGATION CLAIMS**

**Duties and Qualifications:** Our position as a subrogation claims representative includes working with individuals to collect outstanding claims to an insurance company. The duties include organizing and keeping documentation of the individual's outstanding debt, contacting the individual to learn more about their payment options and negotiating payment and payment plans with the individual obligor.

The subrogation claim specialist may need to research information about the debtor, including investigating details such as new addresses and other contact information. They shall attempt to obtain payment and negotiate partial payments if necessary. Other responsibilities of a subrogation claim specialist include:

- Managing multiple delinquent accounts for subrogation efforts.
- Keeping track of assigned accounts to identify outstanding debts.
- Plan a course of action to recover outstanding subrogation debts.
- Negotiate payoff deadlines or payment plans.
- Handle question or complaints.
- Investigate and resolve discrepancies in payments or account.

UNITED SUBROGATION ASSOCIATES is screening individuals who will enjoy a fast paced work environment and interacting with team oriented people while providing exceptional customer service and are looking for a rewarding career. If that is you, UNITED SUBROGATION ASSOCIATES may be the right place for you!