



APEX Investigation is a leader in Insurance, Workers' Compensation, Liability and Human Resource Investigations. Our experience investigating thousands of cases, and our ability to adapt to the ever-changing laws impacting our clients gives APEX the leading edge in defending frivolous, exaggerated or fraudulent claims. We are currently seeking qualified candidates for the following full-time position:

### **Claims Investigator**

Claims Investigators are responsible for conducting thorough interviews of all parties involved in workers' compensation claim injuries, providing timely updates to the client and writing comprehensive reports in a timely manner.

### **Why APEX?**

APEX employees thrive in their positions through the autonomy and support that they receive. The Claims Investigator role is highly flexible in operation based upon the interests of the employee; you can choose where you would like to live and operate. We strive to grow our employee retention rate through fair compensation and offering the tools required for our employees to be successful and to enjoy working with us. The work is independent however the Claims Investigation team is strong in support as well as camaraderie.

- Company vehicles (for qualified candidates)
- Work Independently
- Ability to travel throughout California if desired
- You will be part of a great team of fellow Claims Investigators
- In house Transcriptionists for all audio recorded statements/interviews
- In house Claims Investigation Assistants for appointment managing and setting

### **Requirements and Qualifications:**

- Experience required in insurance or claims investigations and/or a working knowledge of AOE/COE workers' compensation claims.
- Experience preferred in claims/accident interviewing and investigations
- Experience taking claims statements in person or over the phone preferred
- Insurance, claims, and/or accident adjuster experience a plus

- Bachelor's Degree preferred
- Valid driver's license with an acceptable driving and criminal record according to state law
- Reliable vehicle, computer, digital recorder, multi-page scanner copier
- Travel is required for this position\*

**The ideal candidate possesses the following:**

- Strong work ethic
- Detail oriented and organized
- Excellent verbal and written communication skills
- Strong problem solving skills
- Ability to multi-task
- Use of effective time management and organization skills
- Ability to take initiative and work independently
- Proficient in Microsoft Word
- Bilingual (Spanish) is a plus

**Benefits:**

- Medical
- Dental
- Vision
- Chiropractic
- PTO
- FSA
- Simple IRA Plan

\*Prior to making an offer of employment, the Company will conduct a job-related background check. This may consist of prior employment verification, motor vehicle records, professional reference checks and/ or criminal record check. Third-party services may be hired to perform these checks.

\*\*E-verify will be utilized to establish your identity and employment eligibility – as required by the U.S. Department of Homeland Security.

Job Type: Full-time