

CLAIMS ADMINISTRATOR & FINANCE SUPPORT

Fraser Surrey Docks LP is looking to add talent to its existing team. The opportunity to work as **Claims Administrator & Finance Support** will extend your skills and grow your career in this multi-faceted environment.

Fraser Surrey Docks LP, is a modern multi-purpose marine terminal that has been serving the needs of its customers since 1962. The facility is located in the greater Vancouver area of Surrey, British Columbia on the Fraser River. It is the largest facility of its kind on the west coast of North America.

This role will encompass the necessary duties associated with providing support to Finance Department. In return we will reward you with a competitive salary, and full benefits package.

Responsibilities:

Claims Administrative Duties;

- Log/file all claims and related paperwork
- Maintain claims numbers and files
- Draft claims notices
- Collect all necessary claims documentation
- Coordinate with insurance brokers, legal council, claims adjusters and surveyors
- Coordinate the review and approval of claims payments
- Update and maintain reserve requirement spreadsheet
- Assist with creating processes and protocols on Claims which will create efficiencies with other departments
- Provide other departments with information on how to minimize claims costs, how to potentially prevent claims and how to contractually shift liability exposure where possible
- Work closely with finance team to ensure all claims payments are efficiently managed and tracked
- Work closely with CFO to ensure overall Claims processes align with corporate objectives and all risks related to claims are mitigated

Finance Support

- General support to complete month-end reporting
- Account reconciliations
- Support for audit files
- General support for finance team
- Complete daily analysis of switch crew operations
- Complete weekly Agri Schedule B ancillary allocations
- Assist with Joint Venture cost calculations

Qualifications and Skills:

- Post-Secondary Education preferred
- Claims handling experience and knowledge required
- Junior level accounting an asset
- Strong Excel Skills
- Excellent verbal and written communication
- Great organizational skills
- Good time management and problem solving skills

Additional Requirements:

- Must obtain and maintain Transport Security Clearance (TSC) under Transport Canada's Marine Transportation Security Clearance Program.

We welcome applications from those eligible to work in Canada and request that a covering letter and resume be sent to careers@fsd.bc.ca with "Claims Administrator & Finance Support" in the subject title. We kindly request no phone calls as all considered applicants will be contacted directly.