

SIU Investigator

The primary responsibility of this position is to conduct multi-line insurance claim investigations. These responsibilities include but are not limited to: obtaining in-person interviews, identifying, collecting, and preserving relevant evidence, coordinating efforts with law enforcement and other agencies and documenting all findings in a clear, concise and timely investigative report. The investigator must be able to work independently with minimal supervision.

The successful candidate will have related experience as:

-A minimum of 5-10 years of experience as a:

- *Private Investigator
- *Claims/SIU Adjuster
- *Police Officer
- *Military Police
- *Or other related fields

Applicants must meet the following requirements:

- *Excellent verbal and written communication skills
- *Demonstrated ability to analyze information, develop logical questions and accurately report findings
- *Proficiency in Microsoft Office programs
- *Excellent time management skills
- *A customer service focus
- *A strong desire to learn and work as a team
- *Own a Windows based laptop not older than 3 years
- *Be willing to travel
- *Possess a valid driver's license and provide MVR
- *A Private Investigator license is mandatory in some states
- *Must pass a drug test and pre-employment testing

Revised 1/2018

SIU Investigator Questions

1. This position requires you to travel at least 50% of the time, are you able to travel? Yes or No
2. Do you own a windows based laptop computer less than 2 years old?
3. Do you own a reliable vehicle? Yes or no, space for description
4. Are you currently licensed as a Private investigator in any state?
--yes or no, space to provided states
5. Have you ever had a license revoked in any state? Yes or no, if yes space for state