



Claims Project Manager

For over 25 years, FedNat, a Property & Casualty insurance carrier and claims adjusting company has served communities and families by providing quality insurance and claims services, specializing in Homeowners Insurance, High Value Homes, Flood, Condo Insurance and more.

Our team of experienced insurance professionals is dedicated to providing exceptional products and services. Our exceptional service model has earned us an “A+” rating with the Better Business Bureau and our strong leadership continues to be the key to our continued success.

If you aspire to be the face of a dynamic organization like FedNat and be a part of an exceptional team of professionals who believe in the highest level of Customer Service, with respect, compassion and genuine concern for our clients at the forefront of all we do. We welcome you to be a part of our team in achieving these goals.

If you desire to be a part of FedNat, please take a moment to review the position responsibilities and requirements below for the position of **Claims Project Manager** and submit your resume to HR-Recruit@FedNat.com

Knowledge:

- Plan and implement projects
- Create & manage project plans
- Work multiple projects simultaneously
- Align project objectives with company goals, and make sure project team is clear on objectives
- Help define project scope, goals and deliverables
- Create project schedules and timelines, define tasks, allocate and manage resources, and track deliverables to ensure schedule remains on track
- Collect and manage project team
- Lead meetings and set expectations for project team
- Oversees strategic plan, monitoring and adapting as needed
- Identify and resolve issues and risks, implementing and managing change when necessary to meet project outputs
- Monitors production and quality to customer/stakeholder/sponsor standards
- Foster partnership with customers/stakeholders/sponsors
- Implements change practices and serves as a change ambassador
- Support quality assurance and coordinate efforts
- Lead training team
- Manage and maintain budget
- Manage and maintain projects portfolio and all documentation
- Reports to stakeholders on project progress, offers viable solutions and opportunities as they arise
- Evaluate and assess result of project

Skills:

- Critical thinking and problem solving
- Excellent decision-making and leadership capabilities
- Detail-oriented
- Thrives in collaborative environment
- Customer-focused mindset
- Strong time management skills, with ability to deliver results in a deadline-driven environment
- Conflict resolution experience
- Exceptional communications skills, with customers, team and stakeholders
- Analytical and strong organizational skills, with excellent verbal and written ability
- Adaptability
- Able to tolerate stress

Education & Experience:

- Bachelor’s degree required or equivalent education or experience
- Project management qualification (PMP) or equivalent preferred
- Theoretical and practical project management knowledge
- Knowledge of techniques and tools
- Experience in strategic planning, risk management and/or change management
- Proficiency in project management software tools and claims-related software tools

FedNat is an Equal Employment Opportunity Employer, DFW, offering a comprehensive benefit program including, Medical, Dental, Life Insurance, 401K, Tuition Reimbursement, with a great management team and working environment.