



Multi-Lines Claims Representative

Toronto, Ontario, Canada

Catholic Mutual Group (CMG), established in 1889, is the leading provider of property, liability, and employee benefit coverage and related services for the Catholic Church throughout the United States and Canada. We are currently seeking experienced insurance professionals to fill **two existing Multi-Lines Claims Representative vacancies** in our Toronto Service Office.

Position Overview

The Multi-Lines Claims Representative is responsible for receiving, investigating, and adjusting claims while providing exceptional service to our members. This role works closely with the Operations Manager to ensure fair and equitable claim resolution. Responsibilities include verifying coverage, collecting repair estimates or contractor bids, and making recommendations regarding settlements and payments. The position also supports insurance and risk management programs for the Archdiocese.

Key Responsibilities

- Receive, investigate, and adjust property and liability claims
- Perform onsite Risk Inspections
- Facilitate fair and equitable claim settlements
- Verify coverage and gather necessary documentation, estimates, and bids
- Provide recommendations regarding claim settlement or payment
- Maintain positive relationships with assureds and respond to service needs
- Collaborate with the Operations Manager on insurance and risk management programs
- Manage multiple projects simultaneously in a fast-paced environment

Qualifications

- Bachelor's degree or completion of insurance courses such as IIA General Insurance (required)
- Minimum of three years of claims adjusting experience
- General understanding of insurance, marketing, and communications
- Strong verbal and written communication skills



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- Ability to manage multiple priorities with strong organizational skills
- Proficiency with telephone-based communication and customer service
- Ability to work effectively both independently and collaboratively
- Bilingual in English and French preferred

Benefits

- Competitive starting salary
- Excellent benefits and paid time off package
- Family-friendly, employee-centered work environment
- 35-hour work week; hybrid work schedule

Pay range for this position: \$88,616 to \$110,770 per year.

To apply for this position, please visit our Careers page: [Careers - Catholic Mutual Group](#).

Catholic Mutual Canada is an Equal Opportunity Employer.