

Sun Tran...driven to go the extra mile!



CLAIMS ANALYST

OPENING DATE: August 27, 2025
CLOSING DATE: Open Until Filled
SALARY: \$17.60/hr-\$22.00/hr

Sun Tran is seeking a detail-oriented and experienced Claims Analyst to join our team. This position plays a critical role in the organization's risk management and insurance operations, responsible for overseeing the full cycle of insurance claims. You will work closely with internal departments, insurance carriers and third-party administrations to ensure accurate, timely and compliant claims handling.

QUALIFICATIONS:

High school diploma or equivalent; At least 5 years of experience in claims management, preferably in the transportation or transit industry.

MAJOR FUNCTIONS:

- Manage the end-to-end process of insurance claims including intake, investigation, documentation and resolution.
- Serve as the primary liaison between internal departments (e.g., Safety, Legal, Maintenance), insurance carriers, TPAs, and adjusters.
- Ensure accurate and timely reporting of claims to regulatory bodies and insurers.
- Analyze claims data to identify trends, support loss prevention strategies and provide reports to leadership.
- Develop and implement claims-handling policies and procedures.
- Prepare regular reports on claims activity, reserves and trend analysis for the Director of Safety and Security.
- Maintain accurate records and manage sensitive information with discretion.

BENEFITS:

Benefits include health care coverage for employee and dependents, vacation, sick leave, paid holidays and a generous retirement plan.

TO APPLY:

You can apply in person at 3910 N. Sun Tran Blvd., Monday-Friday, 9am-4pm, or download an application at www.suntran.com and email it to suntranhr@tucsonaz.gov.

If selected for any of the positions, the company requires a background investigation and a pre-employment drug screen. We are an Equal Opportunity/Reasonable Accommodation Employer.

