

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



CLAIMS COORDINATOR (PART-TIME)

OPENING DATE: June 2, 2026
CLOSING DATE: Open Until Filled
SALARY: \$17.60/hr-\$26.40/hr

Sun Tran is seeking a detail-oriented Part-Time Claims Coordinator (24 hours per week) to support the organization's risk management and insurance operations. This position coordinates the full lifecycle of insurance claims and works closely with internal departments, insurance carriers and third-party administrators to ensure accurate, timely and compliant claims handling.

ESSENTIAL FUNCTIONS:

- Coordinate insurance claims from intake through investigation, documentation and resolution.
- Serve as the primary liaison between internal departments (Safety, Legal, Maintenance, Operations), insurance carriers, TPAs and adjusters.
- Ensure timely reporting of claims to insurers and regulatory agencies.
- Analyze claims data to identify trends and support loss prevention efforts.
- Prepare routine reports on claims activity, reserves and trends for management.
- Maintain accurate, confidential records and support audits or inquiries as needed.

MINIMUM QUALIFICATIONS:

- High school diploma or equivalent.
- Minimum of three years of experience insurance claims coordination, claims management or a related field.

PREFERRED QUALIFICATIONS:

- Experience in transportation, transit, fleet or public-sector claims.
- Strong analytical, organizational and communication skills.

BENEFITS:

Benefits eligibility is based on part-time status and applicable agency policy.

HOW TO APPLY:

Applications are accepted through our Career Center in ADP. Please visit www.suntran.com, click Jobs, and follow the instructions to apply online. Our Administrative offices are located at 3910 N. Sun Tran Blvd.

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.

