



About Lateam Partners

Lateam Partners is a premier recruitment agency specializing in hiring top **English-speaking** talent in **Latin America** for U.S.-based companies. We connect skilled professionals with dynamic opportunities, offering competitive salaries, career growth, and the chance to work with leading international businesses.

By joining Lateam Partners, you gain access to **exciting remote roles, a supportive work culture, and ongoing professional development**. We pride ourselves on matching top-tier talent with high-quality employers, ensuring a rewarding experience for both candidates and clients.

If you're looking to advance your career with **a stable, well-paid, and growth-oriented opportunity**, apply today and become part of our thriving network!

www.lateampartners.com

Job Title

Pre Litigation Case Manager

Location

Remote

Client

Undisclosed

Job Summary

We are seeking a highly organized and detail-oriented Pre-Litigation Case Manager to join our plaintiff-side first-party property insurance team. This role is critical to ensuring that each client's claim is investigated, documented, and advanced efficiently prior to litigation. The ideal candidate will manage a high-volume caseload, communicate with clients, insurance adjusters, and vendors, and support attorneys in preparing claims for settlement or litigation.

Responsibilities

Client Communication & Case Updates

- Serve as the main point of contact for clients during the pre-litigation phase.
- Provide regular updates on case status, next steps, and timelines.
- Answer client inquiries promptly and professionally.

Claim Management

- Open new client files and ensure all intake documents, contracts, and claim information are complete.
- Request, organize, and review documentation including insurance policies, proof of loss, estimates, photographs, invoices, and repair reports.
- Track deadlines for submitting proofs of loss, sworn statements, or other insurance requirements.

Insurance & Vendor Communication

- Correspond with insurance adjusters to submit claims and follow up on requests.
- Coordinate with vendors (estimators, inspectors, mitigation companies, engineers, etc.) to obtain necessary reports.
- Document all communications in the case management system.

Attorney & Team Support

- Prepare detailed claim summaries for attorney review.
- Flag issues requiring legal action and assist in transitioning cases from pre-litigation to litigation.
- Maintain organized case files in the firm's case management platform (e.g., Litify, Salesforce, or similar).

Preferred

- Experience with first-party property insurance claims (residential and commercial).

Apply to this position

<https://forms.monday.com/forms/6f43e441a98a43154090ba9322b9091d?r=use1>