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# Example of Auto Adjuster Job Description

Our growing company is looking for an auto adjuster. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for auto adjuster

* Conducts liability investigations and applies negligence based on individual state laws
* Responsible for reviewing electronic claim files for completeness and following procedures for gathering missing information
* Hanover's services
* Claims handled will involve moderate to high complexity, severity and exposures including litigation
* Maintains accurate system data and documentation by collecting, recording, analyzing, and summarizing information
* Determines and timely sets appropriate reserves within authority level
* Identify subrogation opportunities and fraud potential and make appropriate referrals
* Provides mentorship to less tenured adjusters
* May be asked to take on higher complexity claims as needed
* Ongoing training may be necessary

## Qualifications for auto adjuster

* You have a pleasant and patient telephone manner
* State appraiser license is a plus
* 3 - 5 years of prior auto claims handling experience strongly preferred
* Four-year college degree with strong customer service required or High School/GED plus experience writing estimates for an insurance carrier or in an auto body shop
* Experience investigating evaluating, negotiating and setting moderately complex auto claims strongly preferred with atleast 5 years of estimating experieince
* Exceptional customer service skills, strong organizational and time management skills