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# Example of Auto Adjuster Job Description

Our innovative and growing company is looking to fill the role of auto adjuster. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for auto adjuster

* Ability to work and communicate well with others, maintain schedules and meet deadlines
* Handle a high volume of claim traffic which will be a combination of mechanical claims submitted electronically, and by phone
* Verify part and labor charges as requested by the repair facility
* Apply adjustments as required to part pricing MSRP, labor to a Nationally Recognized Labor Time Guide, and Client reimbursement guidelines
* Resolve inquiries from Repair facilities and Agreement Holders regarding claim and/or payment status
* Assist with other responsibilities as directed
* Possesses basic functional knowledge and skills reflective of study and/or job development
* Handle Commercial/Personal Auto Property Damage claims
* Claims handled may be of minimal complexity and require a complete investigation, analysis, evaluation and negotiation including interpretation of relevant coverages
* Take recorded statements from relevant parties, as needed

## Qualifications for auto adjuster

* Currently working on Associates, Bachelor’s degree or equivalent experience preferred
* Ability to work in phone intensive environment using headset
* Minimum of one year automobile claims adjusting experience
* High School/GED &/or Bachelors degree in related field preferred or equivalent experience
* High School/GED and/or Bachelor’s degree in related field preferred and 5 plus years of auto adjusting and estimating experience
* High School/GED required &/or Bachelors degree in related field preferred or equivalent experience