Downloaded from <https://www.velvetjobs.com/job-descriptions/auto-claims-adjuster>

# Example of Auto Claims Adjuster Job Description

Our company is growing rapidly and is hiring for an auto claims 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 claims adjuster

* Timely coverage analysis and communication with insured based on application of policy information to facts or allegations of each case
* Within specific guidelines, Trainee is responsible for outbound calls with a level of satisfaction that meets or exceeds the customers' expectations
* Develops recognition of coverages, claim processing requirements, and related data processing systems
* Applies core communication skills to interpret caller's inquiries and offers options
* Conduct thorough investigation of the claim
* Identify and negotiate comparative negligence
* Maintain an active diary program
* Evaluate each claimant for compensability
* Identify possible fraud indicators and handle claim in conjunction with SIU
* Review and evaluate medical documentation

## Qualifications for auto claims adjuster

* 1-2 years of claims experience is an asset
* State-of-the-Art Facility
* The Auto Mechanical Claims Adjuster positions require 3+ years automotive repair and/or warranty experience
* One to two years of job-related experiences
* Able to communication in English both writing and speaking
* Posses Claims Knowledge, Insurance Knowledge, Computer and Information Technology, and Document Management