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# Example of Auto Claims Adjuster Job Description

Our growing company is looking to fill the role of auto claims adjuster. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for auto claims adjuster

* Manages the vehicle repairs ensuring the shop is timely with the repairs and approving or rejecting additional repairs based on industry standards
* Coordinates inspections and communicates coverage and liability decisions with the Auto Damages Team
* Directs the handling of lawsuits involving coverage and liability decisions
* Manages the vehicle repairs ensuring the shop is timely with the repairs and approving or rejecting additional repairs based on industry standards and expertise
* Identify subrogation potential
* Negotiate settlement of material damage claims
* Any additional responsibilities assigned by supervisor/management
* May handle small Bodily Injury settlements
* May settle small bodily injury claims
* Utilizes acceptable investigation claims handling and settlement techniques that achieve cost effective and timely closure results by obtaining, reviewing and analyzing documentation, policy provisions and other records.May require additional contact with other parties

## Qualifications for auto claims adjuster

* Must have an energetic and positive attitude, serve as a key team player, and can easily adapt to new, different or changing situations
* Demonstrates a thorough understanding of claims process and lines of business
* Excellent organizational skills, time management and professionalism are key must-haves
* Good understanding of how property/casualty claims work
* VSC Claims Adjuster positions require 3+ years automotive repair and/or warranty experience
* Must have or be able to get ASE certification within one year of hire