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# Example of Auto Claims Adjuster Job Description

Our company is hiring for an auto claims adjuster. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for auto claims adjuster

* Ability to prepare detailed reports and recommendations to clients
* Determine and settle total loss vehicles
* Service the customer with empathy while delivering compassionate service by understanding and meeting the customer’s
* Identify subrogation opportunities
* Keep effective diary management system to ensure all claims are handled timely
* Responsible for prompt disposition of claims with insured's and claimants
* Compliance with Best Practices
* Compliance with State specific regulations
* Fulfill specific serve commitments made to certain accounts
* Makes prompt contact with policyholders and claimants, schedules the appropriate method of inspection and sets repair and rental expectations

## Qualifications for auto claims adjuster

* Must have the ability to work in a fast paced environment, the ability to identify and remove obstacles to ensure efficient workflow
* Must be proficient with computers and applications, MS Word, Excel
* Minimum 2 years experience in adjusting Auto Physical Damage losses, multi-province experience an asset
* Ability to review and interpret estimates (for property position)
* Hours of operation for the this position is Monday through Friday between 9am to 5pm
* Previous experience in the insurance industry is a solid asset