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# Example of Auto Damage Job Description

Our growing company is looking to fill the role of auto damage. 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 damage

* Complete First Notice of Loss as needed
* Professionally communicate and provide exceptional service to customers/policyholders, other carriers and internal customers appropriately considering information that may be personal and/or confidential and fulfilling Special Account Considerations instructions
* Requires strong negotiation, analytical, decision-making, organizational and computer skills, the ability to work with multi-faceted systems
* A Bachelor's degree or equivalent experience and 1-3 years of directly related experience
* Varying conditions may be encountered while inspecting vehicles
* While performing the duties of this job, the employee will be required to complete inspections of damaged vehicles which will include but not be limited to inspecting the underside of and around vehicles, inspecting vehicles in tight quarters at body shops and salvage yards

## Qualifications for auto damage

* Bachelor’s degree and at least 5 years of property/casualty claims experience OR
* Must have one year of automotive, appraisal / estimatics or insurance experience
* Complete vehicle inspections, write estimates, determine total loss evaluations, and set clear expectations and timelines
* Negotiate repair process with body shops
* One year of automotive, appraisal/estimatics or insurance experience
* An engaging, outgoing personality, a passion for helping customers, and demonstrated ability to effectively communicate in both written and verbal form