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# Example of Auto Damage Job Description

Our innovative and growing company is looking to fill the role of auto damage. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for auto damage

* Writes, reviews and/or issues payment for vehicle repairs
* Creates accurate vehicle repair estimates based upon owner-provided vehicle damage photos and other supporting documentation
* High focus on the customer experience
* Reviews supplemental requests for additional repairs or parts usage
* Consistently makes prompt and courteous contact with every claim customer
* Maintains and updates a diary/schedule for each claim in the appraiser’s pending

## Qualifications for auto damage

* Massachusetts's Auto Damage Appraisal Licensing and certification are required
* CT MOTOR VEHICLE PHYSICAL DAMAGE (MVPD) APPRAISER licensing and certification are required
* Vermont Auto Damage Appraisal Licensing and certification are required
* The ideal candidate is self-motivated and able to keep on task with minimal direct supervision
* The applicable state's adjuster's license or commitment to obtain a license if required by state
* Position requires the ability to operate a company vehicle within assigned territory, possible travel during CAT situations when needed, work in potentially adverse weather conditions and the ability to inspect all parts of the vehicle, including the interior and undercarriage