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# Example of Auto Job Description

Our growing company is searching for experienced candidates for the position of auto. 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

* Upload photographs onto a computer
* Promote, explain and recommend coverage
* 3+ years of auto claims handling or insurance-related customer service experience preferred
* Makes prompt contact with policyholders and claimants to take statements, schedule the appropriate method of inspection and set repair and rental expectations
* Opens exposures, sets reserves and makes payments
* No smoking in customer vehicles
* Take appropriate safety precautions such as safety glasses, respirators, and protective clothing when appropriate
* Responsible for keeping the lots and buildings in good repair by performing the maintenance tasks, including but not limited to roofing, plumbing, welding, and carpentry
* Monitor and Control all facility conditions for cleanliness and safety per auction and company standards
* Ensure all auction building and grounds are not a potential threat to customer or employee safety

## Qualifications for auto

* Must have Level 1 insurance license
* Minimum 1 year auto experience
* Flexible with different shifts
* NASCAR Tech - High School diploma or equivalent
* Minimum 1 yr auto experience and minimum level 2 license preferred
* Knowledge of uploading pictures to a computer