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# Example of Body Shop Estimator Job Description

Our company is hiring for a body shop estimator. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for body shop estimator

* Verify that complaint, cause and correction are included on the repair order before release
* Identify repairs that require special handling, such as rush, customer waiting, or comebacks
* Understand and sell all potential repair types available (body repairs, window tinting, PDR, windshields etc)
* Retain and utilize pricing and processes needed to complete repairs
* Write accurate repair orders & estimates using ProfitNet ADP
* Reviewing repair cost estimates with a body shop manager or foreman
* Serve as the communication between the customer and the insurance companies
* Write accurate repair orders & estimates using CCC & Profit Net
* Update customers on repairs while car is in the shop
* Estimates must be accurate and completed within 48 hours of contact

## Qualifications for body shop estimator

* Assist customers with the completion of the rental agreements
* Maintaining Plaza quality standards
* Write estimates
* Sell estimate to the customer
* Schedule customer
* Proven track record of achieving exceptional Customer Satisfaction