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# Example of Body Shop Estimator Job Description

Our company is growing rapidly and is looking to fill the role of body shop estimator. 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 body shop estimator

* Coordinate with insurance adjusters and wrecker operations
* Communicate with and update customers daily via service link during the repair process
* Assist in hiring, training, motivating and monitoring the performance of all body shop employees
* Check quality of employee's completed work
* Handle customer complaints immediately and in accordance with the dealership's guidelines
* Constant– reaching, standing, walking, fingering, grasping, feeling, talking, hearing

## Qualifications for body shop estimator

* At least 1 year of Body Shop Estimator experience
* CCC One estimating a plus
* ADP in house system a plus
* Submit estimates for final review and approval for dealer, retail and insurance companies in a timely manner
* One (1) to three (3) years of experience in paint or body environment preferred
* Must have ability to prioritize work/tasks