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# Example of Claim Adjuster Job Description

Our growing company is hiring for a claim adjuster. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for claim adjuster

* Conveys complex information (coverage, decisions, outcomes, ) to all appropriate parties, maintaining a professional demeanor in all situations
* Creates and documents claims file and sets financial reserves to comply with company guidelines and state regulations
* Achieve a minimum of the quality and quantity targets on a daily basis
* Carry out all services in a professional manner demonstrating a high degree of quality and accuracy at all times
* Identify potential risks (possibility of fraud case) and to ensure the company operates in the most efficient manner possible, reducing transactional costs and risks to the business
* 3+ years of Commercial claims handling experience preferred
* May be involved with litigated files for experience and developmental purposes
* Effectively communicate with all business partners and consumers regarding claim approval or denial
* Review each assigned claim in a timely and accurate manner
* Document all aspects of claim review in accordance with company procedures

## Qualifications for claim adjuster

* Proficient in Microsoft Excel a plus
* New York, Maryland and Pennsylvania experience a plus
* 2 years or more of field roof inspections preferred
* A Bachelor’s degree in finance, business, accounting, economics, or equivalent preferred
* Internship or other prior work experience in a corporate financial office is preferred
* This position will be filled in Charlotte, NC