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# Example of Claims Adjuster Job Description

Our growing company is looking to fill the role of claims adjuster. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for claims adjuster

* Perform a variety of tasks under the direction of management to investigate, evaluate, claims according to the company standards, the Nevada Innkeepers Statute and applicable insurance coverage
* The position will have no settlement authority but will train to understand settlement rational
* Responsible for answering phones, routing calls and providing general information to guests
* Prepares written correspondence, file, fax, photocopy and process incoming and outgoing mail
* Assist the Claims Representatives with support as needed
* Support the management of the department as needed
* Weekend “on-call” responsibility once the employee has satisfactorily learn the department procedure as support for the primary on-call Claims Representative
* Take responsibility for handling various accounts within the Casualty claims team
* COLLABORATE.Be part of a team dedicated to AAA members and one another
* Analyze and process claims, correspondence and status inquiries from both providers and members

## Qualifications for claims adjuster

* Previous automotive / technical experience at either a manufacturer or dealer level is required, especially in the Parts and Service area
* Working knowledge of Microsoft Office Suite and other PC applications
* ASE Automobile & Light Truck Certified Preferred
* Excellent computer skills including are needed due to multiple claim systems and automated recovery tools such as ISO, Arbitration Forums
* Ability to carry out detailed written or verbal instructions
* Ability to perform 80 percent sedentary work, exerting up to 10 pounds of force occasionally and negligible force frequently or constantly to move objects, including the human body