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# Example of Claims Adjuster Job Description

Our company is growing rapidly and is hiring for a claims adjuster. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for claims adjuster

* Comfortable with manipulating data and producing reports
* As an Inside Liability Determination Adjuster, you will play a vital role to ensure we deliver on our promise to help restore people’s lives after they experience a loss
* You will analyze police reports and interview parties involved in accidents via the phone, to evaluate the cause of the accident, who’s at fault, and to what degree
* Research and respond to moderately complex and occasionally complex customer communications, concerns, conflicts or issues
* Summarize and document a claim file with notes, evaluations and decision making process
* Provide overview of coverage limits in moderately complex and occasionally complex claims
* Take recorded statements from involved participants, witnesses, medical providers, , conduct investigations into moderately complex and occasionally complex auto accidents, determine liability, and prepare summaries
* Negotiate and settle claims in accordance with business unit best practices and determined claim value
* The candidate should be handle associated claims under CLH (Charterer’s Liability to Hull)
* Provide timely response to and/or the closure of the claim, with fair treatment and adequately reflecting actual liability

## Qualifications for claims adjuster

* Ability to organise workload, under pressure, whilst meeting tight deadlines
* On-call = None
* TBD Adjuster's licenses must be secured within 60 days of employment
* Required to obtain an adjuster license in some states once hired
* Training will be 6 weeks M-F 8-5 – 100% attendance required
* This position will be filled in Troy, NY