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# Example of Insurance Claims Adjuster Job Description

Our company is looking for an insurance claims adjuster. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for insurance claims adjuster

* Handle all exposures of the claim including Dwelling, Other Structures, Contents and ALE
* Maintain claim files, diary, and/or record keeping
* Review and audit regularly
* Interpret policy language
* Setting educational goals to improve personal performance/continuing education for license if required
* Engage and manage consultants and independent adjusters as required
* Manages and oversees external Auto and General Liability claims adjusting process
* Processes and adjusts internal minor Auto and General Liability claims
* Coordinates and initiates action plans with Legal, Safety and Human Resources departments on new and existing accidents
* Maintains database and prepares monthly reports for management detailing claims status and activity

## Qualifications for insurance claims adjuster

* Claims handling experience and working knowledge of auto and mortgage Lender-placed or Force-placed/Creditor-Placed Insurance (CPI) preferred
* Experience in the mortgage industry with Real Estate owned (REO) or foreclosed/Lender owned properties a plus
* Experience in the auto industry with lender placed insurance or repossessed collateral a plus
* Intermediate to Advanced Level of Microsoft Office Suite
* Industry license may be required
* Must have or work towards obtaining appropriate states adjuster license (s) and continuing education credits