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# Example of Property Adjuster Job Description

Our company is looking to fill the role of property adjuster. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for property adjuster

* Establishes reserve amounts within prescribed settlement authority limit and negotiates settlement of claims
* Assists assigned field office(s) as necessary when not on Catastrophe Duty
* Provides monthly operational maintenance of the Sprinter Van attached to the office where the CAT adjuster is domiciled
* Responsible for maintaining a high level of technical knowledge
* Must be a licensed adjuster in NC, a SC license a big plus
* Investigate claims by interviewing claimants and witnesses, obtaining official reports, by inspecting physical damage, and by comparing claim information with evidence
* Set loss reserves and controls claims costs
* Prepare reports by collecting and summarizing information required by client, local, state and federal government and by Crawford
* May assist less-experienced adjusters with claims handling
* Oversight of independent adjusters

## Qualifications for property adjuster

* Degree in insurance or business strongly preferred
* Proficient using Claims systems
* Strong experience handling both Homeowners and Commercial Property Claims
* Must have a valid driver’s license with a clean driving record and
* Bachelor’s Degree with 3.0 GPA with or higher
* Adjusts low to moderately complex property claims