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# Example of Property Adjuster Job Description

Our company is searching for experienced candidates for the position of property adjuster. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for property adjuster

* Handle the outside investigation and settlement of property claims
* Examine claims forms, policies and endorsements, client instructions and other records, Field investigations
* Investigates, analyzes, evaluates and negotiates personal and commercial claims of minimal to moderate complexity
* Must have an aptitude for damage scoping and estimating of repairs and the ability to acquire skills in the use of estimating software
* Investigate and settle injury claims where the parties involved are not represented by an attorney
* Deliver compassionate service that is fast, fair and easy
* Research and respond to customer communications
* Take recorded statements from claimants, insured’s, witnesses, and prepares summaries
* Review/approve repair estimate
* Prepare moderately complex damage estimates

## Qualifications for property adjuster

* Some college or technical school background
* High School/GED and/or Bachelors degree in related field preferred or equivalent experience plus two years’ experience delivering outstanding customer service preferred
* Minimum 6 months experience or completion of Crawford and Company basic property class, and/or continuing education requirements
* Outside adjusters must have a valid driver’s license
* Provides PROPERTY claims service via internal channels (phone/fax/email/mail/other electronic channels)) to members and third party customers
* Licensed as required by the state of Florida