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# Example of Property Claims Adjuster Job Description

Our innovative and growing company is looking to fill the role of property claims 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 claims adjuster

* Manages, processes and resolves routine claims assigned by Claims Team Manager
* Trains to make effective use of loss management techniques (Direct Dealing
* Extensive overnight travel is required
* Must have a clear understanding of customer service, and has strong interpersonal, organizational and negotiation Skills
* Recommends the reasonable and proper coverage direction and as appropriate the amount the insurance company should pay on a claim
* Physical ability and willingness to climb onto roofs and into attics and other small places and to lift and climb ladders
* Field Positions - Must be willing and able to perform CAT adjustment duties (overnight travel involved) including, handling of ladders, climbing on roofs and other physical demands involving outside property claim handling
* A minimum of seven years’ experience adjudicating first party commercial property and time element claims with extensive experience with exposure of $100,000 or more
* A relentless desire to continually update your skill level through continuing education and self-development (we’re a bit fanatical about this, so you should be too)
* We work in a fast paced environment that is evolving constantly

## Qualifications for property claims adjuster

* Minimum 1+ years of progressive property claims experience required
* A minimum of three years experience adjudicating first party property and time element claims with extensive experience with exposure of $100,000 or more
* It’s expected that the successful candidate will have around of 3 years experience handling claims and/or relevant work experience within an insurer/broker environment
* Must be able to travel for 6 weeks for training
* Bachelor’s Degree and 4 or more years of experience in the Claims and Litigation area including property claims
* High School Diploma or Equivalent and 5 or more years of experience in the Claims and Litigation area within the Insurance industry including property claims