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# Example of Property Claims Adjuster Job Description

Our growing company is looking to fill the role of property claims adjuster. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for property claims adjuster

* Provide excellent customer service to agents, producers, insured’s and claimants
* Control expenses such as independent adjuster and defense costs
* Identifies and fully investigates suspicious losses
* Experience handling inland marine claims such as builders risk, cargo, auto physical damage, motor truck cargo, and/or crime coverage is highly sought after
* Some Ocean Marine experience will be helpful, but not required
* Adjust claims according to applicable laws and policy provisions and comply with all Department of Insurance Regulations
* Recognize critical files and immediately report them to management
* Confirm coverage and recognize coverage issues
* Conduct investigations including interviews, record statements, secure public records, and obtain documents
* Maintain mail, diary and phone calls within company standards

## Qualifications for property claims adjuster

* Interact with our customers each and every day via email, telephone, and written correspondence
* Associate/Bachelor’s degree or equivalent work experience
* Education equivalent to graduation from college with a degree in business, insurance or agribusiness
* Bachelor’s degree and at least 2 years of claims experience OR
* 3-5 years’ experience as a Cat or Property Adjuster
* Identify suspicious losses