



Example of Claims Adjuster Job Description

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Our growing company is hiring for a claims adjuster. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

Responsibilities for claims adjuster

- Ensure the resolution of claim issues routed for clarification
- Denies, settles, or authorizes payments to a wide range of property/casualty claims based on coverage, appraisal, and verifiable damage
- Corresponds with policyholders, claimants, witnesses, attorneys, to gather important information to support contested claims in court
- Resolves complex claims- such as BI, FIRE, LIT
- Acts as lead when needed for back up or absent Lead
- Handles claims following our client's best practices and standard work which may include, but is not limited to, underinsured motorist, fatalities, and mediation/litigation management
- May handle claims that involve medical payments and/or Personal Injury Protection (PIP)
- Provide industry-leading customer service and works with business partners to deliver seamless claim service
- Evaluates and settles bodily injury and property damage claims
- Help guide customers, over the phone, through the claims process by investigating how their auto accident occurred and ensuring that their claims experience is as smooth as possible

Qualifications for claims adjuster

- Administers claims of numerous ancillary products that are financed when a

- Resident license required
- Multiple state licenses preferred
- Bachelor's degree in related field from four-year college or university preferred
- Licensed in multiple jurisdictions