



Example of Field Examiner Job Description

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Our growing company is searching for experienced candidates for the position of field examiner. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for field examiner

- Receives claims assignments and communicates and coordinates with insured
- Contacts and meets virtually or in-person with the insured or 3rd party to photograph and inspect all damaged dwelling, other structures and personal property
- Determines scope of repairs
- Comes to an agreed cost of repair with the insured and possibly the Network Repair Program (NRP) or insured's contractor
- Follows the claims process to conclusion
- Settles and pays dwelling, other structure damage, contents and/or loss of use once the coverage analysis is completed
- Handles all correspondence to ensure the file is regulatory compliant
- Conducts field exams of prospective and existing commercial clients in accordance with standard field exam procedures
- Completes the most complicated field exams with little or no management assistance
- Evaluates client's financial condition by studying internal reports, bank statements, and related financial documents

Qualifications for field examiner

- The ideal candidate will have prior Insurance Company or Broker Dealer experience, preferably in Compliance or operations
- Four to six years of experience in finance and/or accounting activities

- A Bachelor's degree in Accounting, Auditing, Business Administration, Banking, pre-Law, Information Technology, or a closely-related field
- Good oral communication and report-writing abilities