

Company Information:

Growing independent insurance adjusting company/third party administrator needs field adjusters who are self-motivated. This person must have a minimum of two (2) years experience in handling **daily** property insurance claims. Must strive to meet company's vision of excellent customer service.

Duties:

- Prepare building damage estimates
- Prepare field reports
- Photograph and caption damage
- Prepare roof diagrams
- General insurance policy knowledge
- Interact with insureds and liaison with Claim Representatives and Field Supervisors

Skills:

- Must possess excellent organizational skills
- Written and verbal communication skills
- Ability to conduct a thorough field investigation
- MS Word, MS Excel, MS Outlook skills
- IntegriClaim and Xactimate software experience

Education/Experience:

- BS/BA degree preferred
- 2 years or more daily/non-catastrophe property claims experience