



Job Description

Homeowners Claims Adjuster

Knowledge:

- Investigate and assess damages to property. Determine the cause, scope, damage and subrogation potential;
- Analyze information gathered by investigation and report findings and recommendations;
- Examine claim forms and other records to determine insurance coverage;
- Interview or correspond with insureds, claimants' witnesses or their representatives. Consult police reports and inspect property damage to determine extent of liability;
- Negotiate claims settlements and recommend appraisal, mediation or litigation when settlement cannot be negotiated;
- Refer questionable claims to management for further investigation or settlement;

Skills:

- Exceptional Interpersonal and communication skills; written and oral;
- Initiative and ability to think logically, analytically and critically;
- Strong time-management and organization skill;
- Ability to multi-task while maintaining accuracy and due diligence in performance;
- Strong computer skills with a penchant to adapt easily to learning new software and procedures.

Education & Experience:

- Some college strongly preferred
- Minimum 2 years professional industry experience
- 5-20 Adjusters license

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