



## **Property Damage Adjuster Roles & Responsibilities**

### **SUMMARY:**

Handles, negotiates and resolves first and third party liability and property damage claims to conclusion, including coverage verification, policy interpretation, liability investigation and evaluation of personal auto claims.

### **EDUCATION:**

- High school diploma plus at least 2-3 years related work experience, preferably handling property damage claims.
- Associate's or Bachelor's degree preferred.
- 620 or 520 license required.

### **SKILLS & EXPERIENCE:**

- Proficient in Word, Excel, Windows-based applications and internet usage.
- Must be familiar with forms, procedures, regulations, laws, coverage's and business processes.
- Must be able to exercise good judgment and state opinions assertively affirmatively.
- Must be able to write and speak clearly and concisely.
- Must be able to perform work effectively in a highly intense environment and handle multiple tasks and demands simultaneously.
- Must illustrate analytical skills to identify, gather and organize information.
- Must be able to work independently in a team environment.