

Senior Property Field Adjuster

Company Overview:

Raphael & Associates is a third-party administrator and independent claims adjusting company internationally recognized for exceptional service. We understand the importance of adapting to the demands of a dynamic market and we tailor our services to our client's specific needs. As a claims organization, what we do is complex. Our mission is simple: to provide outstanding service, retain extraordinary professionals, and utilize the best technology in the industry!

As a leading organization in the industry, we offer dynamic and challenging opportunities to individuals who want to make a difference. We value camaraderie, vision, a passion for excellence, creativity, and a "roll-up-your-sleeves, get it done" mentality. We are searching for experienced, energetic, creative, and self-reliant professionals for exciting career opportunities!

Job Summary:

This is a unique opportunity to manage the entire claims process from inception to completion. You will have the opportunity to work with exceptional field adjusters and topnotch examiners to collect data, review associated materials, satisfy the needs of the insured and our clients, and finalize claims.

Responsibilities:

- + End to end management of property loss claims according to policy coverage and state requirements
- + Conduct thorough field investigations to evaluate damage and determine the scope and loss of property.
- + Document investigations utilizing claims handling and estimation software to determine related damage and provide estimates (scope of loss and cost of repairs).
- + Make prompt contact and interview related parties including insured, witnesses, and others as appropriate. Take detailed notes of your interactions and enter them in our internal claims handling software.
- + Identify any subrogation potential and liability exposure and consult with supervisor.
- + Conduct thorough coverage analysis and create detailed reports for clients
- + Manage communications with insured
- + Work with internal departments including accounting and clerical staff
- + Appropriately represent the company by executing a high level of service and maintaining professionalism at all times.

Key requirements:

- + At least 3+ years of relevant experience
- + Must maintain current and valid adjuster license(es)
- + Strong project management skills and ability to work independently

- + Strong working knowledge of insurance laws and general construction
- + Excellent human relations and customer service skills
- + Experience at an independent adjusting company, a plus
- + Experience with Xactimate, and ImageRight, or similar, a plus
- + Must maintain a valid driver's license
- + Must have physical ability to conduct the responsibilities of the position (climb ladders to perform roof inspections, carry own materials that can weigh in excess of 30+ lbs., etc.)

Benefits and Perks:

??We are an organization that recognizes and appreciates hard work! We offer a competitive compensation package commensurate with experience, including salary, bonus, paid time off, medical/dental/vision/life insurance and 401k (with matching!). Most importantly, you will have the opportunity to work directly alongside an extraordinary and dedicated team to grow a critical function within a dynamic, growing company!

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