



Property Claims Insurance Adjuster

FARAGON RESTORATION (www.faragonrestoration.com) is a 24-hour emergency response and reconstruction company delivering highly specialized recovery and loss mitigation strategies for water, fire and mold damage. We proudly serve risk managers, building engineers, residential and commercial property managers. Our valued clients include facilities in government, industrial and the medical sectors.

Duties:

- Estimating reconstruction projects using Xactimate.
- Field visits to work sites to gather measurements for estimating.
- General front office management and administrative tasks: Following up on emails, calendaring, billing, scheduling and reception duties in a casual dress, professional shop environment.
- Update project job files with new payments, balances, customer information etc.
- Frequently engage with customers both by phone and via written communications regarding new jobs, work in progress and final billing.
- Work closely with the Director of Operations in estimates, monitoring progress of ongoing jobs, and daily processing of job documentation.
- Report on all activity to upper management.

Qualifications:

- Have previous 5 years experience with Xactimate/Xactware.
- 2 years experience working as an insurance adjuster.
- Have availability to start almost immediately.
- Prior experience in customer service, and good working knowledge of the construction trades is highly desirable.
- Excellent communications skills, polished, open and personable demeanor and positive can-do attitude required.
- Comfortable working in the Google environment (Gmail, Calendar, Sheets, Docs), Soonr and Microsoft Office Suite. Min typing speed 55wpm.

