

Property Field Adjuster Trainee (Lufkin Area)

DATE:	December 22, 2011
SALARY:	2492/3115/3737
JOB DESCRIPTION:	Works closely with a designated trainer and supervisor while investigating and settling property claims involving Homeowner policies, Texas Dwelling policies, Texas Business Owners policies, Commercial Fire policies, Germania Farm Mutual Dwelling policies and Church and Organizational policies.
TYPICAL WORK CONDITIONS:	Daily automobile travel; overnight travel for several nights at a time; inside and outside work in uncomfortable weather conditions; requires after hours work on a regular basis; and overnight travel on a periodic basis. Physical activity includes climbing on ladders, ability to climb up steep roof inclines, withstand heights, inspect attics and go beneath dwellings.
EQUIPMENT USED:	Automobile, camera equipment, office equipment, ladders, measuring devices and personal computers.
KNOWLEDGE/TRAINING:	Associate Degree or equivalent educational training; report and letter writing skills including good use of grammar, spelling and vocabulary; knowledge of personal computers and ability to use a personal computer.
ESSENTIAL TASKS:	Communicates daily with trainer, area supervisor, insured agents, vendors via electronic media, telephone, facsimile and mail. Schedules appointments. Meets with policyholders, inspects damage, writes estimates, writes reports and negotiates claim settlements.

Submit application by January 4, 2012.