# **Job Title: Auto Body Estimator**

Job Summary:

We are seeking an experienced and detail-oriented Auto Body Estimator to join our team. The Auto Body Estimator will be responsible for evaluating damaged vehicles and preparing accurate repair estimates, ensuring that all repairs are performed to the highest standards and in compliance with insurance guidelines. The successful candidate must have excellent customer service skills, a thorough understanding of auto body repair processes, and the ability to work in a fast-paced environment.

Responsibilities:

* Greet customers and conduct a thorough inspection of their vehicle to identify all damage
* Prepare accurate repair estimates using computerized estimating software, ensuring that all repairs are in compliance with insurance guidelines
* Communicate with insurance adjusters to ensure that estimates are approved in a timely manner
* Order parts and schedule repairs, ensuring that all repairs are completed on time and within budget
* Keep customers informed throughout the repair process, answering any questions they may have and addressing any concerns
* Conduct quality checks to ensure that all repairs meet the highest standards, including proper fit and finish, paint color match, and that all mechanical components are working as designed
* Review and analyze repair orders to ensure that all work performed is documented accurately
* Maintain a clean and organized work area and properly dispose of hazardous materials
* Follow established safety procedures and guidelines to ensure a safe work environment

Qualifications:

* High school diploma or equivalent
* Minimum of 2 years of experience as an auto body estimator
* Thorough understanding of auto body repair processes and insurance guidelines
* Ability to read and interpret technical manuals and schematics
* Excellent customer service skills and the ability to communicate effectively with customers and insurance adjusters
* Good organizational skills and attention to detail, with the ability to handle multiple tasks simultaneously
* Proficiency in computerized estimating software
* Valid driver's license

Certifications:

* I-CAR (Inter-Industry Conference on Auto Collision Repair) certification in Estimating is a plus

If you are an experienced auto body estimator who takes pride in delivering accurate and high-quality repair estimates, we encourage you to apply for this exciting opportunity. We offer a competitive salary, benefits package, and opportunities for career advancement.