

Loss Prevention Consultant/Company Adjuster

Full-Time Salaried

Position Summary

Bray-Gentilly Mutual Insurance is seeking a highly motivated, detailed-oriented individual to perform loss prevention inspections and handle property claims from start to finish. This position will play an essential role in providing superior customer service to our policyholders by assisting them with the inspection process and underwriting guidelines with their current or potential insurance coverage and navigating the claims process.

Job Duties

- Works closely with the Manager for loss prevention and underwriting needs of the policyholders.
- Work with insureds to set up appointments for loss prevention inspections of new policies and at different intervals of existing policies, which includes interior and exterior photos, evaluating a dwelling and outbuilding's condition, verifying building measurements, and evaluating safety and potential fire hazards on the premises.
- Communicate with insured of findings during inspection and work with the insured when corrections are needed.
- Complete reports using computer software.
- Handle claims from start to finish with the approval of the Manager, using computer adjusting software as required.
- Answer telephone calls in the office and provide customer service in the office.
- Help with processing insurance documents.
- Help to maintain the office building.
- Help to maintain the company vehicle.

Position Requirements

- Must have a valid driver's license with a clean driving record.
- Must be willing to obtain independent adjuster's license.
- Must be willing to obtain insurance agent's license within 1 year of employment.

- Must be willing to attend seminars and other educational opportunities, some of which require overnight stays.
- Must have good human relations abilities.
- Must be self-motivated and able to work independently.
- Must be willing to learn other jobs within the office to be able to fill in when needed.
- Knowledge of residential and agricultural construction is a plus.
- Knowledge of farming operations and equipment is a plus.
- Inspection background is beneficial.
- Property insurance background, which includes a good working knowledge of the insurance industry, is beneficial.
- Knowledge of computer systems, including MS Word, MS Excel, MS Outlook is a plus.
- Must be physically able to climb a ladder and have the ability to lift a minimum of 50 pounds.

Provided By the Company

- Cell Phone
- iPad
- Cost of continuing education.
- Cost of obtaining licenses.
- Health Insurance for employee.
- Company vehicle for inspections and claim handling.
- Paid Time Off – Based on Employee handbook.
- Retirement plan with company match.