



## **Assistant Insurance Estimator**

Full Time - Starting Pay: Dependant on qualifications

Schedule: Monday – Friday 7am – 5pm

Have a “Go-Getter” & dependable personality? If so, CoMitted 365 Roofing & Exteriors is the perfect employer for you. We are currently hiring an Assistant Insurance Estimator to join our Team. Hard work is rewarded when you join our team!

The Assistant Insurance Estimator is responsible for assisting the Supplement Manager with estimates relating to insurance jobs in a professional and business-like fashion. This person will be speaking with adjusters, homeowners, agents, and our Sales Team regarding insurance claims and settling the contract amounts. This person will report to the Office Manager and should have experience in Xactimate, Microsoft Office, Windows, excellent oral and written communication skills, and flexibility in performing a variety of tasks. If you enjoy a fast-paced, detailed work environment apply today! This position is NOT remote, and our office location is in Waite Park MN.

### **Specific Role Responsibilities:**

- Communicate with internal/external sales regarding jobs
- Communicate with insurance adjusters, agents, and companies to settle claims
- Communicate with owners
- Build estimates within Xactimate
- Data entry into our Construction CRM software

### **A Successful Applicant must have the following:**

- Valid Driver’s License
- Must pass a pre-employment drug screen
- Bachelor’s degree in Construction Management, related field or business management, or 2 years field-related experience
- Diverse project background
- Strong attention to detail
- Positive Energy & Teamwork Mentality
- Experience working with a roofing CRM, AccuLynx is preferred

**Benefits:**

- Join a team that believes that hard work should be rewarded
- Simple Plan with Employer Contributions
- Health Insurance
- Full-time employment with Overtime
- Growth opportunities
- Paid Holidays
- Paid Time Off

An Equal Opportunity Employer. Qualified applicants will receive consideration for employment without regard to race, color, religion, gender, national origin, sexual orientation, gender identity, age, disability, or veteran status.