

JOIN THE TEAM

Estimator

Are you highly organized, detail-oriented and reliable?
Do you thrive in a fast-paced, ever-changing work environment?
Are you energized by conflict resolution and confident in your negotiation skills?
Do you excel in both written and spoken forms of communication?

If you answered YES to the above, read on!

THE ROLE

This in-office position works under the supervision of the Estimating Manager. The Estimator evaluates residential roofing projects by thoroughly reviewing job specifications/documents prior to developing a written estimate based on the scope of work required. The prepared estimates, along with supporting documentation, are submitted to the insurance company for review. It is the responsibility of the Estimator to document in our CRM all activities necessary for negotiations to ultimately reach an agreed cost of repairs with the insurance carrier/adjuster.

THE RESPONSIBILITIES

- ❖ Acquire and review all necessary project documentation for a detailed understanding of each job and to identify it's potential supplements. Provide a comprehensive package to insurance carrier.
- ❖ Be persistent in negotiation efforts and utilize Xactimate supplement macro to achieve maximum supplement percentage.
- ❖ Thoroughly investigate an adjuster's denial of a supplement to ensure accuracy in their reasoning.
- ❖ Remain informed on any insurance industry changes and with individual carriers to adjust supplementing process accordingly.
- ❖ Monitor supplement increase percentage on a monthly basis to ensure goals/deliverables are being met.
- ❖ Continuously update job progress on 'Quarterly Spreadsheet' in Google Sheets and in the 'Workflow' of company's CRM.
- ❖ Upload all relevant documents to company's CRM including accurate invoices.
- ❖ Provide continued follow-up communication with insurance carriers/adjusters (preparing written rebuttals, as necessary) until a successful settlement/cost of repairs is agreed upon.

THE BENEFITS

- ❖ An opportunity to join our team early on and ride the wave of rapid growth with us!
- ❖ Enjoy being compensated at a competitive hourly rate.
- ❖ Paid holidays and time off for all employees after 60 days of employment.
- ❖ Excellent health benefits are available to all employees after 60 days of employment.

If this listing intrigues you and you feel ready to take the next steps towards working with HomeGuard Roofing & Restoration please send Kris an email with your resume attached. We look forward to speaking with you!

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