

FLOORING ANALYST

JOB POSTING

Canada's leading insurance flooring appraisal service is hiring a **Flooring Analyst**. Our company provides an unbiased evaluation of damaged flooring on behalf of insurers to determine the materials Like, Kind and Quality (LKQ) for the protection of the insurance companies and their insured.

The ideal candidate is a self-starter looking to gain experience and use existing customer service skills to enhance our team's performance. This is a full-time position, Monday to Friday 8:30am-4:30pm. Follow claim from validation, quote to invoice.

RESPONSIBILITIES

- Train to become a flooring analyst
- Customer service
- Data entry
- Telephone and administrative duties

JOB REQUIREMENTS

- Excellent organization skills and ability to multi-task
- Excellent communication and interpersonal skills with staff and clients
- A self- starter and quick learner who can work independently and with a team

College diploma or university degree would be an asset.

Understanding of Xactimate and XactAnalysis is an asset.

Understanding of the property claims process is an asset.