**ASCUE’S**

**COLLISION & PAINT CENTER, INC.**

*Quality, Commitment, Craftsmanship*

Ascue’s Auto Body is a Family Owned & Operated Company Since 1968.

**Body Shop Estimator –** Full Time Salary $18.50 - $20 an hour \* Depends on experience.

**Summary**

Appraises vehicle damage to determine cost of repair for Self-pay & insurance claim settlements.

**Body Shop Estimator - Essential Duties**

* Greet all Body Shop customers in a prompt and friendly manner.
* Examines damaged vehicle to determine extent of structural, body, mechanical or interior damage. Create supplements while working with customers and insurance companies on vehicles assist with quality control.
* Estimates cost of labor and parts to repair or replace each damaged item. Maintain supplement sales records for customer and use for KPI.
* Obtain correct vehicle data to include insurance information, if applicable, as well as correct mileage, VIN# and customer information, including signature on RO and proper forms. Properly document any RO changes on the job jacket and the RO.
* Maintain a good relationship with insurance adjusters and assist them as necessary to complete payment of claims. Keeps DRP assignment logs up to date.
* Follow up on all estimates to ensure that all possible sales are made and communicated clearly. Promptly obtain approval of all supplements with insurance adjusters as soon as you are notified and before RO closure.
* Effectively communicate and provide follow-up with customer, clearly informing them of progress, costs, time constraints, and establish realistic vehicle completion time. For larger jobs contact customer every two days.
* Properly post all repair orders for time and materials and prepare all RO's to ensure parts and labor estimates match Estimates and Supplement(s). Make sure that all sublets are billed per established procedure.
* Reviews repair cost estimates with body shop manager or Production manager. Create supplements as needed to increase sales.
* Provide professional follow-up with future customers.

**Body Shop Estimator - Qualifications**

Experience in Automotive Field
2 Year Collision Estimating Preferred
Proficient in Microsoft programming and ability to learn new computer software. Self-motivated, growth oriented. Reliable and willing to take on challenges and problem solve. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Ability to read and comprehend instructions and information. Working knowledge of all aspects of vehicle body repairs.

**Benefits**

Employee benefits including:

* Paid training \* Strong career progression
* Paid Vacation and Holidays \* Supplemental Insurance Coverage