



## **POSITION DESCRIPTION**

- Position:** Personal Lines Property Insurance Inspector
- Location:** Central Iowa (choose fully remote, hybrid or in-office)  
***You must reside in Iowa and within 100 miles of our Eldora IA office***
- Shift:** Monday – Friday ... flexible daytime schedule
- Reports To:** Company Leadership Team
- Pay Basis:** Full-Time (non-exempt) pay based on experience & education.  
Available benefits include health/dental/vision/life ins, PTO, 401(k)  
Includes company auto & all field and office equipment, supplies

### **SUMMARY:**

Use company auto and equipment to perform on-site property inspections of *new* and *existing* insurance accounts. Photograph, measure, determine values, and identify hazards of residential and farm structures/premises. Generate inspection report and download photos. Evaluate the risk in accordance with established underwriting guidelines and recommend the appropriate insurance coverages.

### **ESSENTIAL DUTIES & RESPONSIBILITIES:**

- Gather & evaluate information to determine risk eligibility
- Prepare electronic inspection and valuation reports
- Set your own schedule to meet deadlines for inspections and reports
- Contact customers to schedule inspections (generally on new business only)
- Correspond with underwriter, fellow inspectors, office staff & agents
- Basic knowledge of home structures
- Basic knowledge of farm operations, terminology, and values
- Ability to attend occasional training/education courses
- Meet file documentation standards
- Safeguard customers' private information

### **QUALIFICATIONS:**

To perform this job successfully an individual must be able to perform the above duties and responsibilities satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **EDUCATION and/or EXPERIENCE:**

Company will provide on-the-job training as needed  
High School diploma or GED, Basic computer & writing skills.  
Must have a valid Drivers License