



Auto Body Shop Estimator - Position Overview

If you are an experienced Estimator with strong people and communication skills that is looking for your next career opportunity, MBS offers the stable work environment you need to be successful. MBS relies on our Estimators to be the voice of the company and lead customers through the vehicle repair process. Our Estimators are essential because they are the liaison between the customer and our insurance partners; they play a critical role to ensure the repair process goes smoothly.

Job Responsibilities

- **Build a relationship with vehicle owners, repairers and insurance personnel to negotiate costs and close customer sales, as well as communicate the importance of the satisfaction survey**
- **Inspect, analyze and evaluate damaged vehicles to create a comprehensive and accurate damage report**
- **Oversee compliance with all insurance client requirements, processes and metrics when writing estimates including part selection, photo documentation and upload requirements**
- **Juggle multiple scheduling estimates, arrivals and deliveries**
- **Provide customers with accurate and timely information, guiding them through the repair process and ensuring that they receive excellent customer service.**
- **Participate in the final repair plan meetings after complete disassembly in order to write accurate estimates/supplements and ensure timely uploads of estimates/supplements as required**
- **Manage repair plans according to OEM specifications and company standards**
- **Attend/collaborate with team during daily production meetings**
- **Other duties as assigned**

Minimum Qualifications

- **World class customer service skills**
- **1-3+ years experience in a similar role**
- **Proficiency with CCC One**
- **Familiarity with various insurance direct repair guidelines**

CONTACT LORENA TAYLOR 913.362.1198