



**C3 GROUP**

C3 Group Public Adjusters  
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[C3adjusters.com](http://C3adjusters.com)

## Sales & Public Adjuster Hybrid Role

**Location:** Remote

**Work Hours:** Typical working hours; variable on occasion for different time zones. (80% Sales, 20% Public Adjusting)

**FLSA Classification:**

**Salary:** Annual Base \$43,888, plus no cap commission

- Lead Commission – 4 % of the Settled Claim Fee less non reimbursed expenses for each PA claim lead you bring in. This must be pre-qualified and ready for qualification and expectation setting.
- Contract Execution - 10% of the Settled Claim Fee less non reimbursed expenses for each contract you sign, in the states you are licensed to sign. To qualify for the full 10%, you must do the expectations & contract presentation and get the signed contract. Commissions to be paid only when the settled claim fee has been reached.
- Claim Adjusting 2% - For Claim Adjustment completed by the Employee, two percent (2%) of the Settled Claim Fee less non-reimbursed expenses. If the Employee has contributed to but not completed the estimate, the Company shall pay that portion of the commission which is proportionate to the Employee's percentage contribution to the completed work, as determined by the Company in good faith.

**Reports to:** Vice President of Sales and Marketing

**Original Date:** 6/11/24

**Revised Date:**

### Position Summary:

This position is a hybrid role that will support market sales goals and facilitation of Public Adjusting operations as needed and assigned (**Sales will be 80% focus and Public Adjusting Support will be 20% focus of the Role**). This role will be responsible for creating additional profitable relationships with new and existing client bases, providing a 'boots on the ground' approach for sales opportunities, devoting time and resources to unrealized referrals sources, and strengthening the C3 Group brand.

In addition to the Sales function of this role, as a licensed claims adjuster with C3 Group, the role's responsibility is to advise, manage all facets of a claim while supporting the policy holder through the process, and submit the claim to the policyholder's insurance company. The primary responsibilities of

this portion of the role include assessing the damage, preparing an estimate per assessment, reading/ review of the insurance policy to determine coverage, and negotiating with the insurance company's claims adjuster. The public adjuster's role is to advocate for policyholders when major disasters hit their home, business, or commercial property.

**MUST BE LOCATED IN THE STATE OF COLORADO**

**MUST HAVE COLORADO PUBLIC ADJUSTING LICENSE OR ABLE TO OBTAIN WITHIN 30 DAYS OF HIRE**

**Summary of Key Responsibilities:**

- Identify sales leads and collect pertinent information from clients.
  - Soliciting clients via cold call, in-person, and on the phone.
  - Closing and signing representation contracts.
  - Professionally representing the public image of the firm.
  - Driving to loss locations and soliciting potential clients.
  - Perform Policy Review & Property Inspection
- Inform clients about our products or services and provide demonstrations and educational updates.
- Cultivate relationships with existing clients to secure their future business.
- Support the Sales Process and overall business operations of C3.
- Process claim intake and monitor from Conception to Delivery of Services.
- Utilize customer service and negotiation skills to close deals.
- Produce annual sales goals with agreed-upon goals, scorecard, and weekly KPI's. Negotiate claims in a timely manner by identifying key dates and time limits/
- Interpret and comprehend policies, endorsements, and exclusions related to the process.
- Escalate claims to appraisal, litigation, appropriately and timely.
- Schedule onsite meetings with claim representatives and attend as needed.
- Collaborate with administration, sales & marketing, and operations to maintain a high-level communication with policyholders and contractors.
- Educate policyholders of their insurance and communicate any updates regarding their claim along the way.
- Maintain accurate records in the CRM of all communications, payments, and other notes related to the process.
- Assist admin and accounting with identifying payment releases by the carrier, amounts of payments and what the payments are covering.
- Maintain necessary continuing education credits as required.
- Perform Various Duties to Support C3 Initiatives as assigned.

**Qualifications & Skills:**

- High school degree (or equivalent) is required.
- 4-year degree preferred.
- Minimum of 3 years' experience as a claims adjuster managing residential and commercial claims.
- Proven track record of adjusting first-party property claims.

- Proven work track record of evaluating coverages on first-party property claims.
- CO public adjuster license – Ability to obtain Public Adjusting Licensure within 30 days of hire.
- Excellent verbal and written communication skills.
- Proficient in Claims Force and/or current C3 CRM.
- Strong time and project management skills.
- Creative Problem-Solving Ability
- Strong interpersonal skills.
- Must have a valid Driver’s License and reliable vehicle.
- Ability to travel and work independently.

**Physical Requirements:**

- Prolonged periods of working on a computer.
- Must be able to traverse different landscapes with or without accommodations.
- Must have continual use of manual dexterity.
- Have the ability to climb, crawl, stoop, knee, reach/work overhead.
- Comfortability in climbing ladders to access properties, roof, structures, etc.
- Working outdoors in all different elements.
- Must be able to drive for at least 4 hours per day at a time.
- Must be able to lift up to 50 pounds at times.
- Communicating via phone & email.

**Supervisory Responsibilities:**

- None.

**Travel:**

- Up to 100% - travel within Colorado Market and Regional to surrounding markets including but not limited to West, Mid-West, Southwest, & South Central US to support new and existing clients.

**Benefits:**

- 401k after one year of employment with a 4% company match.
- Generous sick and vacation paid time off.
- \$500 healthcare stipend (monthly).
- Parental leave and personal leave are offered for eligible employees.

**Work Environment:**

- On the road – traveling by car and by plane.
- Working on a computer for extended periods of time.
- Exposed to outdoor elements and seasonal weather conditions.

**Additional Eligibility Requirements:** Pass background check and have a clean driving record.

**Affirmative Action/EEO Statement:**

C3 Group, Inc. is committed to providing a safe and respectful work environment that promotes diversity, equality, and inclusion in accordance with all applicable local, city and county, state, and federal laws. Additionally, the Company provides equal employment opportunities to all qualified applicants and

employees regardless of race, sex (including gender identity and pregnancy), sexual orientation, national origin, religion, family or parental status, disability (including physical, mental or emotional), genetic information, military service, age, marital or civil union status or any other status as protected under federal, state or local law.

**ADA Disclosure:**

C3 Group, Inc. complies with federal and state disability laws and makes reasonable accommodation for applicants and employees with disabilities. If reasonable accommodations are needed to participate in the job application or interview process, or to perform essential job functions, and or to receive their benefits and privileges of employment please contact the Human Resources department.

**Signatures**

This job description has been approved by:

Manager \_\_\_\_\_ Date \_\_\_\_\_

HR \_\_\_\_\_ Date \_\_\_\_\_

Employee signature below indicates the employee's understanding of the requirements, essential functions, and duties of the position.

Employee \_\_\_\_\_ Date \_\_\_\_\_