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# Example of Commercial Lines Job Description

Our company is growing rapidly and is searching for experienced candidates for the position of commercial lines. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for commercial lines

* Builds and leverages strong relationships with internal partners including Territory Managers, Field Sales, Underwriting, Marketing, IT, Compliance and Claims to form consensus on and move to needed actions
* Assist Client Account Managers in the issuance of standard computer issued certificates of insurance, manually typed certificates (Ex
* Processes and follows up on cancellation requests to carriers to ensure accurate and timely resolution
* Independently manage low to moderately complex projects
* Assists in defining new product ideas and supporting the Product Development Life Cycle
* Screen, place and process new Commercial Lines Accounts
* Process Commercial Lines renewal accounts from expiration list including coordination with the marketing department for accounts to be marketed at renewal
* Initiate, screen and prepare endorsement requests for Commercial Lines
* Handle telephone, e-mail and mail requests and inquiries
* Produce billings as required

## Qualifications for commercial lines

* Advise customers of claims and billing policies and procedures as needed
* Track and verify completion of all policy activities
* Update the customer data base as part of daily activities
* Adept in processing applications, invoices, binders, certificates, and auto ID cards
* Property and Casualty license Property and Casualty insurance license is required
* 5 years of experience in Commercial Insurance industry, Sales or Customer Service