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# Example of Commercial Lines Job Description

Our innovative and growing company is hiring for a 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

* Perform rating and coding techniques
* Order Loss Runs
* General Scanning
* Preparing/presenting new business quotations Creating proposals Assisting with client presentations
* Assisting with claims processing Assisting clients with policy changes, questions
* Communicate with brokers concerning the decisions of submissions, the explanation of new and existing products and services other data relevant to departmental activities
* Work with brokers to obtain a saleable program for the broker/insured while avoiding adverse selection against the company
* Review all new & renewal business to ensure that proper documentation and data collection is in the file prior to referring to underwriters or policy issuance
* Process renewals and endorsements in accordance with bypass guidelines
* Delivering timely and accurate policies and endorsements to agents and insureds

## Qualifications for commercial lines

* Assist clients/policyholders to resolve insurance claim issues in the event of a loss
* Salary plus commissions plus renewals
* Arizona Property & Casualty Insurance License
* Must have a Bachelor’s Degree in Business, Management, Finance, Marketing, or related field or equivalent experience
* Must have a current Texas Insurance License
* Must have at least two years of commercial lines insurance sales or related experience