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# Example of Health Insurance Agent Job Description

Our company is growing rapidly and is looking to fill the role of health insurance agent. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for health insurance agent

* Communicate with Insurance Adjusters about the life cycle of each claim
* Explain the differences in policy specifics so clients can make informed decisions about their purchases
* Assist with obtaining underwriting approval
* Respond to clients’ questions and complaints
* Follow up with clients after initial meetings or conversations
* Participate in continuing education programs in both insurance and sales
* Provides clerical and administrative support for the department for the purpose of supporting the business initiatives
* Stay up-to-date on all communications, processes, procedures and general engagement center information in order to better assist the patient and to ensure compliance with Company policies
* Thorough understanding of plans, their benefits and features
* Educating callers in a conversational manner utilizing probing questions

## Qualifications for health insurance agent

* Mileage will be reimbursed
* Health and/or Life Insurance License in VA (preferred) and experience in an inside sales operations (will train and obtain licensure for others)
* Able to meet multiple performance targets at or above benchmark sales levels
* Possess a current Health Insurance License
* Previous success in the health insurance industry, general sales or telemarketing experience, customer service, or other related fields
* Highly effective communication skills (in person and on the phone)