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# Example of Insurance Account Manager Job Description

Our innovative and growing company is looking to fill the role of insurance account manager. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for insurance account manager

* Manages assigned accounts on a day-to-day basis which includes coordinating all services, answering questions and resolving problems which may arise
* Maintains a concern for timeliness and completeness when interacting with clients, agency and company personnel
* Responsible for having an understanding of assigned accounts in order to give proper advice for changing situations, which may require modifications to existing coverage
* Reviews contracts and special certificate of insurance requests for compliance and response to insured
* Review insurance submissions received from Sales Executive for accuracy, requesting any additional information needed for quoting them from the insured before submitting insurance submission to Account Manager
* Assist Account Manager in providing carriers/underwriters with updated information for quoting as requested
* Prepare BOR letters, no loss letters, insurance disclosures, thank you notes and other various documents as needed
* Answer basic coverage questions, policy coverage questions, scenario questions, how coverage applies
* Review invoices, insurance policies and endorsements for accuracy
* Manage and maintain expiration lists

## Qualifications for insurance account manager

* Must have an understanding of the insurance product and the ability to handle and prioritize multiple tasks in an organized manner
* Must have great customer service skills and attention to detail with high quality standard
* Eager to learn new concepts and further professional development
* 1 year of experience in Insurance industry, Sales or Customer Service
* Demonstrated success in servicing multiple small to medium financial/insurance accounts
* Solid knowledge of group insurance products and services preferred