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# Example of Insurance Administrator Job Description

Our innovative and growing company is searching for experienced candidates for the position of insurance administrator. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for insurance administrator

* Process all new and renewal policies into the billing systems and the policy issuance system or manually issued policies
* Liaison with Underwriters outside the Mississauga office and assist with their review and evaluation of submissions
* Develop and maintain positive and constructive working relationships with underwriters, marketing professionals, brokers, and policy processing associates to provide high quality service to clients
* Office duties of filing, mail, reception relief and other duties as required
* Maintain electronic and hard filing of all insurance policies and insurance documentation
* Work with key functional leads in planning and developing strategies for engagement management based on engagement requirements and priorities
* Provide various forms of analysis including financial, profitability, and exception reporting
* Follows through on all outstanding items, on a timely basis as per project timelines
* Provides superior service by meeting and exceeding project expectations
* Willing to be cross-trained on processes and systems as required

## Qualifications for insurance administrator

* Knowledge of state insurance requirements and/or licensing a plus
* Efficiently prioritize and plan work activities in a timely manner
* Comfortable climbing a stop-step step ladder with a handrail up to 6 steps in file room and carrying up to 10 pounds
* 2-5 years minimum of insurance/bond experience
* Preference will be given to candidates who have had Property & Casualty Insurance license previously
* Good standard of education is required to GCSE level (ideally 5 passes at A to C including English and Mathematics or equivalent)