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# Example of Insurance Administrator Job Description

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

## Responsibilities for insurance administrator

* Prepares organizes and distributes reports for stewardship and claims review meetings
* Responsible for end-to-end executive administration duties, including
* Provide executive administration support to senior management in meeting their business objectives by providing a broad range of confidential executive administrative services
* Establishing and driving executive administration “best practice” throughout all areas of the business
* Develop and maintain appropriate global metrics to benchmark and track staff movement and absenteeism and report findings
* Produce high quality board level presentations, reports, and documentation (extensive use of PowerPoint)
* Prepare appropriate notices, memos and announcements
* Exists within our Global Enterprise Services shared service organization and reports to the Supplier Management Manager
* Reviews and evaluates insurance certificate information submitted by suppliers against the firm’s internal requirements as stipulated in supplier agreements
* Manages certification renewals

## Qualifications for insurance administrator

* Acts as single point of contact for RFP and sales questionnaires
* Administers broker incentive programs
* Ensures that all data is maintained in an up-to-date and accurate manner in Salesfoce.com
* Inputting all necessary information (both client and owner) into the World-check Name-scanning management system for AML/PEP screening
* Maintaining complete records of any documentation, communication, and notes in client files on Virtgate
* Escalation of applicants requiring further investigation