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# Example of Insurance Agent Job Description

Our company is hiring for an insurance agent. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for insurance agent

* Enhance insurance agency reputation by accepting ownership for accomplishing new and different requests
* Develop leads, schedule appointments, identify client needs and market appropriate products
* Utilize established client-focused, needs-based review process to educate clients about insurance options
* Professional agents answer inbound calls from potential new customers who have expressed an interest in new or additional products and services
* Continually learn and develop knowledge of products and services
* Consistently meet established sales quotas, productivity, schedule adherence, and quality standards
* Prepare, monitor and process renewals in coordination with Account Executive, in accordance with agency procedures
* Daily account servicing, assisting clients via telephone &/or electronically
* Facilitate and monitor invoicing, monthly statements, payments and finance agreements
* Maintain monthly reports, suspense, unbilled premium, renewal retention, to be kept current date as required by quality management guidelines

## Qualifications for insurance agent

* Salary plus commission/bonus
* Valuable experience
* This position requires a Property and Casualty or Personal Lines License
* Insurance experience (Underwriting, Claims, Service, ) strongly preferred
* Ability to navigate easily through multiple computer systems concurrently
* Must be able to work a scheduled 40-hours per week and these hours/days are determined based on the operational hours for the location assigned