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# Example of Insurance Agent Job Description

Our growing company is hiring for an insurance agent. 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 agent

* Take first loss reports as required
* Assist in problem resolution (i.e., refund of cancellation requests, reinstatements, rewrites, service complaints)
* Service policyholders as required, including endorsement processing and requesting information required by the insurance company
* Issue certificates of insurance, insurance identification cards, SR22 filings as requested by insureds or other entities
* Update policy/Customer information through the Agency Management System and/or carrier on–line system
* Type correspondence, maintain policy files and diaries, and order supplies necessary for the efficient operation of the department
* Assist in departmental projects and information gathering, assist manager in the training and development of other insurance specialists
* Be capable of covering the Insurance Coordinator functions
* Learning and applying product, industry and market knowledge to make professional recommendations to prospective customers and policyholders
* Create professional business relationships with prospects and policyholders

## Qualifications for insurance agent

* Property and Casualty Insurance license required by hire date
* High school diploma/GED or equivalent combination of education and experience or equivalent combination of education and experience
* Must be comfortable with making presentations to business owners and C-Level executives
* A superior customer service attitude and approach to business
* Ability to communicate orally and in writing with management and clients to explain complex issues, and interpret complex information, and respond appropriately
* Must be organized and able to multi-task in a fast-paced business environment