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# Example of Insurance Agent Job Description

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

## Responsibilities for insurance agent

* Build client relationships based on trust and integrity
* Make recommendations to clients based upon their needs
* Develop marketing strategies and promote all types of new insurance contracts or suggest additions/changes to existing ones
* Breed productive relationships to create a pool of prospective clients from various sources by networking, cold calling, using referrals etc
* Evaluate business or individual customers??? needs and financial status and propose protection plans that meet their criteria
* Work with clients to deliver risk management strategies that fit their risk profiles
* Report the progress of monthly/quarterly initiatives to stakeholders
* Maintain bookkeeping systems, database and records
* Monitor insurance claims to ensure mutual satisfaction
* Achieve customer acquisition and revenue growth objectives

## Qualifications for insurance agent

* Assist in the sales and service of all insurance and membership products
* 2+ years of experience in the insurance industry as a licensed agent
* Required license in either Life or Accident/Sickness Insurance (Property or Casualty license is a bonus)
* Successful track record of meeting sales goals
* Ability to network and establish relationships
* A consistent organizational style and system that allows you to manage a high volume of customers in various stages, from start to finish, including documentation and follow-up