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# Example of Insurance Assistant Job Description

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

## Responsibilities for insurance assistant

* Makes travel arrangements for team members as needed
* Prepare company appointment request forms for agents, using paper forms and electronic filing method
* Communicate professionally by phone with Insurance companies, State Insurance Departments, Insurance carriers, branch offices, and inter-agency departmental staff such as accounting
* Process state license renewals using paper forms and electronic forms method
* Scan and updated license copies to OneApp agency system update renewal expiration dates accurately
* Accurately maintain and track all work thoroughly and post tracking disposition to OneApp Agency licensing system
* Monitor OneApp Agency Alerts daily and perform all required licensing processes before deadlines occur
* Accurately research NAIC, NIPR, and other Licensing and State based websites to determine proper procedures for licensing transactions and requests and changes
* Assist with initial license applications and enrollments for pre-license classes for newly licensed producers, and schedule testing for state exams
* Maintain office filing and information updates to OneApp agency system and ImageRight

## Qualifications for insurance assistant

* Ability to do multi-tasking and manage stakeholders and complex metrics
* Proficient in both spoken and written English & Chinese
* Hands on PC skill in using MS word, excel including Chinese Word Processing
* 2-4 years underwriting support experience to including rating, policy issuance, endorsements and thorough understanding of Commercial Property and Casualty Insurance Coverage
* Ability to open and sort mail, fax and scan documents as needed
* Maintain office files and assist with warehousing outdated files when needed