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# Example of Insurance Broker Job Description

Our innovative and growing company is looking to fill the role of insurance broker. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for insurance broker

* Keep Placement Specialists informed of market conditions including pricing trends, coverage grants, and other underwriting issues
* Make presentations to clients and prospects
* Maintain expense controls to help achieve financial goals
* P&L ownership of the performance marketing sales department
* Guide a team of license sales professionals toward meeting corporate sales goals (Medicare Advantage, Medicare Supplement, Life, ancillary products)
* Ability to coach and teach agents on sales techniques that result in increased agent production
* Direct the staff efforts to ensure both compliance with CMS standards and enrollment goals are met
* Provide leadership to staff including establishing and maintaining regular team meetings providing ongoing support and coaching
* Overlooking and handling of insurance / brokerage processes (KYC completion, application handling, archiving, pipeline management)
* Meeting and advising prospects, support RMs in insurance driven topics

## Qualifications for insurance broker

* Utilize the company's integrated PC network that builds and shares placement information and makes use of the company's network resources to enhance knowledge and skills
* Is proactive in solving client needs and has a sense of urgency in all client matters
* Results oriented with a strong client service orientation
* Need strong operations and workflow skills
* Prior Medicare experience is a plus, but not required
* Seven+ years of successful sales management of an inside sales operation