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# Example of Insurance Broker Job Description

Our growing company is looking for an insurance broker. 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 broker

* Continuing to maintain strong relationships with clients and strategic insurers is an important aspect of the position
* Face-to-face negotiation with insurers is a significant part of the role
* Providing top quality service to clients in technical and social situations, including attendance/hosting multiple dinners with clients and underwriters
* The job will also involve an element of new business generation working very closely with colleagues across the USA in the production of new business opportunities to the team
* Manage global and country specific insurances related to liability, professional indemnity, D&O and marine insurances
* Assist the businesses and projects reviewing and identifying insurance related contract issues and needs at (mainly) tender stage
* Analyze coverage needs, collect and analyze relevant information to identify risk transfer solutions
* Advice on placement design, likely pricing, potential coverage enhancements and market progress
* Responsible for negotiating terms and conditions of placement with underwriters, obtaining quotes and handling underwriter inquiries
* Cooperation and coordination with our global insurance broker network and business units worldwide

## Qualifications for insurance broker

* Ideally, a minimum of 3- 5 years of experience broking financial and professional lines
* Tier 1 FSRA Compliance is essential and a tertiary qualification in Insurance Broking will be highly regarded
* Commitment to providing high level client service ability to operate in a team environment
* It is also essential that you are capable of meeting deadlines, working well under pressure and providing mentorship to junior team members
* Diploma/Degree in insurance or equivalent and at least 4 years of working experience in the general insurance industry
* Ideally, a minimum of 5 years broking experience within general lines