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# Example of Insurance Coordinator Job Description

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

## Responsibilities for insurance coordinator

* Collects and reviews monthly carrier production reports
* Prepares monthly carrier production and contingent bonus exhibits for executive level review
* Coordinates marketing of new and renewal business
* Organize submissions to carriers
* Maintains carrier and intermediary P&C contracts files
* Maintains carrier database
* Processes incoming and outgoing communications (phone, email, ground and express delivery, ) on behalf of team
* Prepares correspondence, presentations and spreadsheets
* Handles on-going projects, such as expense processing, per department requirements
* Assist with the enrollment/waiver process

## Qualifications for insurance coordinator

* Must understand lending and regulatory guidelines
* Deal with local and national bankers
* Understand tag and title laws
* Have a niche for detail
* Experience billing and working with insurance companies
* Self-motivated and willing to help promote and build the practice