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# Example of Insurance Coordinator Job Description

Our company is growing rapidly and is looking for an insurance coordinator. 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 coordinator

* Lead small group discussions
* Manage classroom dynamics
* Update, reproduce & coordinate training materials
* Track and report trainees progress
* Provides backup support to Training team members
* Provides administrative and logistical support
* Coordinate training event planning and scheduling, such as securing facilities, catering, training attendance sign-in sheets and other special needs
* Participates and works with the State Department of Insurance on audits of agent information and compliance with State regulatory requirements
* Researches, documents and communicates resolutions to external and internal business partners for all inquiries regarding the agent appointment and maintenance processes
* Meets or exceeds all stated performance production quality and throughput metrics

## Qualifications for insurance coordinator

* Licensed Practical Nurse (LPN) or a licensed Registered Nurse (RN) and a graduate of an approved school of practical nursing or professional nursing
* Prior insurance-related experience, preferred
* Property & Casualty Insurance License or course completion towards obtaining license
* Ability to answer questions, effectively explain department programs and services, review forms and applications for completeness and accuracy, provide detailed instruction and direction, and resolve the most complex and/or sensitive issues and problems
* Ability to interact with the public and others in a courteous, timely, and efficient manner
* Ability to organize assigned clerical work and develop effective work methods