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# Example of Support Assistant Job Description

Our company is searching for experienced candidates for the position of support assistant. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for support assistant

* Answer office main line incoming phone calls and assisting clients with inquiries
* Review and index of new business prospects for program practice acceptability into database system
* Set up pre-renewal files by transferring documents, preparing solicitation notice and pulling specific industry reports
* Look up loss run requests and order Motor Vehicle Reports
* Process Oden Legal Notices send to agent and insured
* Process policy changes, cancellations and reinstatements within assigned authority level
* New business and renewal pre-rating of accounts into rating system
* Participate in structured underwriting training events and programs to increase skill set
* Provide administrative and professional support to internal and external clients through the timely processing of legal administrative functions
* Responsible for monitoring and managing global email in-boxes that provides direct support of Global sales teams

## Qualifications for support assistant

* Close Protection Operator - FCO Contract - British Embassy Kabul
* At least 6 months of experience of internship and/or pharmacy related experience
* Hands on experience coaching and developing
* At least 2 to 3 years of administrative support experience or education in a related field
* Candidates must possess the ability to listen communicate information in a clear, courteous, concise and logical manner
* Previous experience within a support role