



Example of Broker Job Description

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Our company is growing rapidly and is hiring for a broker. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

Responsibilities for broker

- Draft broadform Assets and Liability policy wordings with assistance
- Draft standard policy wording in respect of all other classes without assistance
- Acquire detailed knowledge of market and broadform wordings
- Prepare endorsements without assistance
- Draft closing instructions without assistance
- Check slips and policy documentation from local and overseas markets
- Identify and collate all underwriting information relative to clients' needs
- Assist with the production of renewal information questionnaires
- Prepare all broking notes for local and overseas markets on medium sized portfolios with no assistance
- Lead renewal meetings with the local market for non-complex placements / risks

Qualifications for broker

- Have a passion for building and cultivating relationships with people
- At ease working in multicultural environment
- University or higher education (equivalent of a bachelor's degree)
- 10+ years experience in the Property insurance brokerage industry with a comprehensive understanding of occurrence and occurrence reported forms
- Proficient in the preparation and delivery of presentations for new business

- Promote creativity in presenting new ideas and approaches for clients or prospects